

1996 – 1997 - 1998
OCCUPATIONAL OUTLOOK REPORT
FOR
HUMBOLDT COUNTY CALIFORNIA

PUBLISHED BY THE HUMBOLDT COUNTY
PRIVATE INDUSTRY COUNCIL
IN PARTNERSHIP WITH THE
STATE OF CALIFORNIA
EMPLOYMENT DEVELOPMENT DEPARTMENT

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Department of Social Services
State Employment Training Panel
State Department of Education
State Job Training Coordinating Council

Preface

This Occupational Outlook Report (OOR) is based on studies in which various occupations were selected for research; employer samples were developed; surveys were conducted; and the resulting data was tabulated, analyzed, and compared with additional sources of information. The final results are published in this report.

Training programs offered by adult schools, community colleges, regional occupational programs, private postsecondary schools, and apprenticeships in Humboldt County are available for some of the occupations listed in this report and are listed in each description.

Acknowledgements

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What is the Private Industry Council?



The Private Industry Council (PIC) of Humboldt

County is a group of local professionals who specialize in employment training services. These services are federally funded through the Job Training Partnership Act (JTPA).

The purpose of the PIC is to help prepare youth and adults for entry into the labor force and to provide job training to individuals facing barriers to employment.

The PIC offers a wide variety of specialized training programs, whether you are a youth still in school or an unemployed timber worker. If you are looking for your first job or want to get special training leading to a rewarding career, the PIC can help you.

The PIC also encourages nontraditional employment opportunities for women.

PIC training programs will help you get the skills or experience employers want.

Programs Offered:

Occupational Skills (Classroom) Training

A program offered through contractual agreement with public and private agencies to provide training and job placement in a variety of vocations.

On-the-Job Training

A program that provides incentives to employers for hiring and training employees through the PIC.

Re-employment Services

A program specifically designed to assist persons who are about to be or have been laid off as a result of plant closings or consolidations.

Older Workers' Program

A program designed for mature adults to upgrade their current skills or retrain them for new careers and assist them in job placement.

Youth Program

A program that exposes young adults, ages 16 to 21, to "world-of-work" activities, such as pre-employment skills activities, work experience, work maturity, and job specific skills training.

PIC Advantages:

Clients benefit by receiving assistance in career counseling, job training, and placement, so they can develop more productive and financially independent lives.

Employers benefit through the following services, provided by the PIC at no cost:

- Pre-screening of applicants' skills and educational levels
- Specifically designed on-the-job occupational training
- Financial incentives for hiring JTPA-eligible applicants

The community benefits as the PIC brings Humboldt County businesses, residents, and employers together, creating mutual relationships that maintain and stimulate employment and economic prosperity in our area.

More information is available by calling the Private Industry Council at (707) 441-4600. (The PIC is an equal opportunity agency. Auxiliary aids and services are available to individuals with disabilities. All services are subject to fund availability.)

Employment Development Department Job Services for Employers and Jobseekers

The Employment Development Department (EDD) is the largest source of personnel recruitment in California. There is no fee to employers or jobseekers.

Cal Jobs is EDD's new system for serving California employers and job seekers. In addition to traditional office-based services, EDD customers can go on line to list a job, view current openings or post a resume. For more information on Cal Jobs telephone 707- 445 – 6532.

Introduction

This Occupational Outlook Report has been prepared to provide the user with an appropriate beginning to explore the Humboldt County labor market. The information in this book was gathered from local employers, and accurately represents their responses to the extent possible. Please remember that not all employers agreed to furnish information and, therefore, could not be included in this publication. Other, unforeseen events, such as economic conditions, technology, and legal decisions can also influence the labor market. This report should be combined with other sources of occupational information before making important career decisions. Data for 1996, 1997, and 1998 are presented in this report. Data for 1998 was gathered between April and October, 1998.

Possible Uses for This Report...

Career Decisions:

Career counselors and job seekers can make informed occupational choices based on skills, abilities, interests, education, and personal needs. The localized information is easy to understand and includes employer requirements and preferences, wages and benefits, supply and demand, assessments, and more.

Curriculum Design:

Training providers can assess and update their curricula based on current employer needs and projected trends, as indicated in this report.

Economic Development:

Local government agencies and economic development organizations will find information on the labor pool, such as occupational size, expected growth rates, and wages, useful in determining the potential for business growth and development in Humboldt County.

Human Resource Management:

Small business owners and large corporate human resource directors alike can use this report to help determine competitive wages and benefits, improve their recruitment methods, and assess the availability of qualified workers for business relocation or expansion purposes.

Program Planning:

This report provides local planners and administrators with employment and training information, occupational size and expected growth rates. Program planners can use this data to evaluate, eliminate, improve, and plan new programs.

Program Marketing:

Training providers can effectively market their programs by informing students, employers, and others that the chances for job placement are greater because their training programs are developed using reliable local occupational data.

Guide to Occupational Summaries

Description of Occupation

Descriptions are taken from the Occupational Employment Statistics (OES) Dictionary, published by the U.S. Department of Labor. These descriptions provide a direct relationship to Occupational Employment Projections data produced by the Employment Development Department.

Wages/Benefits

Wages

Obtained from employer surveys, extreme wage responses, not representative of most employers, are omitted. Ranges reported are representative of most employers reporting. Results, including the range and the median, are reported for three levels of skills and experience defined as follows:

New hires, no experience: Persons trained or otherwise qualified, but with no paid experience in the occupation.

New hires, experienced: Experienced persons, or persons at the journey-level, but just starting at the firm.

3+ yrs experience with firm: Experienced persons, or persons at the journey-level, with at least 3 years experience at the firm.

A separate union wage scale is used when union employment exceeds 20% of an occupation's total employment. It is also used when union and non-union wages differ by more than 10%.

Wage information is presented as a tool for evaluating and comparing the potential earnings of one occupation with another. Wage information is not intended to represent official prevailing wages.

Hours and Benefits Offered

This data is obtained from employer surveys. Refer to Key Terms along lower left corner of the page for corresponding percentage value of the terms **All**, **Almost All**, **Most**, **Many**, **Some**, and **Few** used throughout this section and others.

As an example regarding benefits, "7/15" should be read as "7 out of 15 employers responding to the benefits questions offer the specified benefit."

Supply/Demand Assessment

Obtained from employer survey results, the following terms refer to the relative difficulty employers experience in locating qualified applicants for entry and experienced positions in the occupation:

Very Difficult = Demand is considerably greater than the supply of qualified applicants. Employers often cannot find qualified applicants when an opening exists.

Somewhat Difficult = Demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times.

A Little Difficult = Supply is somewhat greater than the demand for qualified applicants, and applicants may experience competition in job seeking.

Not Difficult = Supply of qualified applicants is considerably greater than demand, creating a very competitive job market for applicants.

When vacancy information is presented, key terms are applied.

Education/Training/Experience

This section presents the amount and kind of education, work experience, training and skills required or preferred by surveyed employers. Key terms are applied.

Employment Trends/Size

Information projecting employment levels over the next three years was obtained from employer surveys. Key terms are applied.

EDD Occupational Projections

The term (small, medium, large, or very large) used to describe the size of a particular occupation refers to its estimated number of workers in the county. Occupational size in Humboldt County is measured using the following scale:

Small = Less than 68

Medium = 68 – 136

Large = 137 – 295

Very Large = 296 and above

Guide to Occupational Summaries

Recruitment Methods

This data is obtained from employer surveys, and presented in ratios similar to that of the benefits section. Therefore, "9/12" should be read as "9 out of 12 employers responding to this question use the specified method as one of their primary recruitment methods."

Occupational Mobility

Data in this section is also obtained from employer surveys. Key terms are applied. It should be kept in mind that the possibility of promotional and advancement varies considerably between employers.

Training Opportunities

When applicable, possible training programs offered within Humboldt County are listed. A more detailed description of these programs can be obtained from the Vocational Training Directory published by the Private Industry Council of Humboldt County, or by contacting the schools or associations directly.

Where the Jobs Are

This information is compiled from EDD's projected Humboldt County employment data. Common industrial groups employing workers in the specified occupation(s) are listed.

DOT Code(s) and Title(s)

The Dictionary of Occupational Titles (DOT) uses a more detailed classification system than does the OES system. However, each OES defined occupation can be matched to a number of related DOT defined occupations. This section includes some of the more sizeable DOT occupations associated with the OES occupations surveyed

Additional Information

Unions: Union percentages are based on employer surveys. Key terms are applied.

Occupational Outlook Handbook: This handbook, published by the Bureau of Labor Statistics, contains further information on each occupation.

CA Occupational Guide: Further information on each occupation can also be found in these guides published by EDD.

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Appendix A: Survey Methodology

Appendix B: Sample Survey

BILL & ACCOUNT COLLECTORS

OES Code: 535080

14 Employers Responding, 29 Jobs Represented, 2 Male, 27 Female

Description of Occupation

Bill and Account Collectors locate and notify customers of delinquent accounts by mail, telephone, or personal visit to solicit payment. Their duties include receiving payment and posting amounts to customer's account; sending statements to the credit department if the customer fails to respond, initiating repossession proceedings or service disconnection, and keeping records of collection and status of accounts. Please do not include collectors of money from coin boxes.

Wages/Benefits

	Range	Median
New hires, no experience:	\$5.75 – 7.50	\$6.00
New hires, experienced:	\$6.50 – 13.90	\$8.49
3+ yrs experience with firm:	\$7.50 – 15.82	\$10.77

Hours

Most employment is full-time, averaging 40 hours per week; some jobs reported are part-time, averaging 23 hours per week.

Benefits Offered

	Full-time	Part-time
Medical Insurance:	13/14	3/14
Dental Insurance:	9/14	3/14
Vision Insurance:	5/14	1/14
Life Insurance:	11/14	3/14
Paid Sick Leave:	12/14	7/14
Paid Vacation:	12/14	7/14
Retirement Plan:	11/14	6/14
Child Care:	1/14	1/14

Supply and Demand Assessment

Difficulty Finding Applicants

Degree of Difficulty	Experienced	Inexperienced
Not Difficult	14%	8%
A Little Difficult	43%	23%
Somewhat Difficult	43%	46%
Very Difficult	0%	23%

Education/Training Experience

Education

Many firms report most of their recent new hires have a high school diploma or equivalent; some firms report their new hires have some college, but no degree. Some firms report most of their new hires have a Bachelors Degree; few report Associate Degree.

Work Experience and Training

Employers Reported	Experience Required (avg. months)	Training Substitutes for Experience (avg. months)
Always	43%	7%
Usually	36%	7%
Sometimes	21%	57%
Never	0%	29%

Required Skills

Ability to meet deadlines
Oral communication
Persistence
Painting skills
Ability to read and follow instructions
Telephone answering skills
Negotiation skills
Interpersonal skills
Ability to work independently
Problem solving skills

Key Terms: All: 100%; Almost All: 75 – 99%; Most: 51 – 74%; Many: 35 – 50%; Some: 10 – 34%; Few: <10%

Occupational Outlook 1998

BILL & ACCOUNT COLLECTORS

Employment Trends/Size

Most employers expect employment levels to remain stable over the next three years, with some expecting levels to grow. No employers expected employment levels to decline.

EDD Occupational Projection Estimate

Growth Rate, 1994 – 2001:

This occupation is projected to grow at a much faster than average rate.

Number of Employees in 1994 = 30

Number of Projected Employees in 2001 = 40

Recruitment Methods

	# of Firms
Employee Referrals:	11/14
Newspaper Ads:	13/14
Private Employment Agencies:	6/14
Hire Unsolicited Applicants:	6/14
In-house Promotional or Transfer:	8/14
Public School or Program Referrals:	3/14
Private School Referrals:	0/14
Employment Development Department:	7/14
Union Hall Referrals:	1/14
Other:	5/14

Occupational Mobility

Most firms report they do offer promotional opportunities, with some firms reporting they do not offer promotional opportunities.

Local Training Opportunities

No specific training is offered locally for this occupation, although excellent clerical and bookkeeping training is provided by several local agencies. See the *Vocational Training Directory* for more information.

Where the Jobs Are

Commercial / Savings / Credit Banks
Wholesale Trade, Other
Department Stores
Real Estate Managers
Local Government, exc Educ/Hospital
Offices, Physicians and Osteopaths
Mortgage Bankers and Brokers

DOT Code(s) and Title(s)

241.357-010	Collection Clerk
241.367-010	Collector
241.367-022	Repossessor

Additional Information

California Occupational Guide # 561
Occupational Outlook Handbook page # 254

BOOKKEEPING, ACCOUNTING, & AUDITING CLERKS, INCLUDING BOOKKEEPERS

OES Code: 553380

16 employers Responding, 83 Jobs Represented, 6 Male, 77 Female

Description of Occupation

Bookkeeping, Accounting, and Auditing Clerks, including Bookkeepers, compute, classify, and record numerical data to keep sets of financial records complete. They perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. They may also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers. Please do not include individuals whose primary duty is operating special office machines.

Wages/Benefits

	Range	Median
New hires, no experience:	\$5.75 – 11.08	\$6.50
New hires, experienced:	\$7.00 – 13.91	\$9.01
3+ yrs experience with firm:	\$8.00 – 16.55	\$10.00

(Union employers pay at the top end of the wage range.)

Hours

Almost all employment is full-time, averaging 39 hours per week; few jobs are part-time, averaging 31 hours per week; with few jobs being temporary on-call, averaging 20 hours per week.

Benefits Offered

	Full-time	Part-time
Medical Insurance:	14/16	4/16
Dental Insurance:	10/16	4/16
Vision Insurance:	9/16	3/16
Life Insurance:	8/16	3/16
Paid Sick Leave:	13/16	7/16
Paid Vacation:	16/16	7/16
Retirement Plan:	12/16	3/16
Child Care:	2/16	0/16

Supply/Demand Assessment

Difficulty Finding Applicants

Degree of Difficulty	Experienced	Inexperienced
Not Difficult	31%	7%
A Little Difficult	19%	47%
Somewhat Difficult	38%	27%
Very Difficult	13%	20%

Education/Training Experience

Education

Some firms report most of their new hires have a high school diploma or equivalent; few firms report less than high school. Many firms report some of their new hires have some college, but no degree, and few employers report their new hires have an associate degree or bachelors degree.

Work Experience and Training

Employers Reported	Experience Required (avg. months)	Training Substitutes for Experience (avg. months)
Always	63%	0%
Usually	13%	13%
Sometimes	25%	81%
Never	0%	6%

Required Skills

Ability to pay attention to detail
Knowledge of accounting and auditing terms
Ability to perform routine, repetitive work
Good memory skills
Ability to operate 10-Key adding machine by touch
Basic math skills
Oral communication skills

Key Terms: All: 100%; Almost All: 75 – 99%; Most: 51 – 74%; Many: 35 – 50%; Some: 10 – 34%; Few: <10%

BOOKKEEPING, ACCOUNTING, & AUDITING CLERKS, INCLUDING BOOKKEEPERS

Employment Trends/Size

Almost all employers expect employment levels to remain stable over the next three years, with few expecting levels to grow. Few employers expect employment levels to decline.

EDD Occupational Projection Estimate Growth Rate, 1994 – 2001:

This occupation is projected to grow at a slower than average rate.

Number of Employees in 1994 = 890

Number of Projected Employees in 2001 = 900

Local Training Opportunities

Excellent training is offered through College of the Redwoods, Humboldt Regional Occupational Program and Eureka Adult School. See the Vocational Training Directory for more information.

Recruitment Methods

	# of Firms
Employee Referrals:	8/16
Newspaper Ads:	11/16
Private Employment Agencies:	4/16
Hire Unsolicited Applicants:	2/16
In-house Promotional or Transfer:	7/16
Public School or Program Referrals:	2/16
Private School Referrals:	0/16
Employment Development Department:	4/16
Union Hall Referrals:	0/16
Other:	0/16

Where the Jobs Are

Wholesale Trade, Other
Education, Public and Private
Commercial/Savings/Credit Banks
Grocery Stores
Local Government, exc Educ/Hospital
Accounting, Auditing, Bookkeeping
Eating and Drinking Places
Motor Vehicle Dealers

Occupational Mobility

Many firms report they do offer promotional opportunities, with many firms reporting they do not offer promotional opportunities.

DOT Code(s) and Title(s)

210.326-010	Distribution-Accounting Clerk
210.382-014	Bookkeeper

Additional Information

California Occupational Guide # 26
Occupational Outlook Handbook page # 282

BUS DRIVER

OES Code: 971080

11 Employers Responding, 78 Jobs Represented, 48 Male, 30 Female

Description of Occupation

Bus Drivers drive buses to transport passengers over specified routes to local or distant points according to a time schedule. They assist passengers with baggage and collect tickets or cash fares. Please do not include School Bus Drivers.

Wages/Benefits

	Range	Median
New hires, no experience:	\$5.75 – 7.00	\$6.00
New hires, experienced:	\$5.75 – 8.00	\$7.00
3+ yrs experience with firm:	\$5.75 – 10.20	\$8.50
Tips/ Commission: All employers pay commission based on sales and other factors.		

Hours

Most employment is full-time, averaging 40 hours per week; some jobs are part-time, averaging 23 hours per week; with few jobs being temporary on-call, averaging 10 hours per week.

Benefits Offered

	Full-time	Part-time
Medical Insurance:	7/11	2/11
Dental Insurance:	7/11	2/11
Vision Insurance:	5/11	2/11
Life Insurance:	6/11	3/11
Paid Sick Leave:	6/11	4/11
Paid Vacation:	8/11	4/11
Retirement Plan:	5/11	3/11
Child Care:	1/11	1/11

Supply/Demand Assessment

Difficulty Finding Applicants

Degree of Difficulty	Experienced	Inexperienced
Not Difficult	9%	0%
A Little Difficult	27%	55%
Somewhat Difficult	45%	36%
Very Difficult	18%	9%

Education/Training Experience

Education

Most firms report most of their recent new hires have a high school diploma or equivalent; some firms report some of their hires have some college, but no degree. Few employers report their recent new hires have less than high school diploma.

Work Experience and Training

Employers Reported	Experience Required (avg. months)	Training Substitutes for Experience (avg. months)
Always	0%	0%
Usually	18%	9%
Sometimes	73%	82%
Never	9%	9%

Required Skills

Good vision
Possession of a good DMV driving record
Ability to manage unexpected situations or circumstances
Ability to interact well with others
Ability to learn from on-the-job training
Ability to read and follow instructions
Public contact skills
Possession of a valid Class B driver's license
Ability to pass a pre-employment drug test
Ability to follow oral instructions

BUS DRIVER

Employment Trends/Size

Almost all employers expect employment levels to remain stable over the next three years, with few expecting levels to grow.

EDD Occupational Projection Estimate Growth Rate, 1994 – 2001:

This occupation is projected to grow at a much faster than average rate.

Number of Employees in 1994 = 20

Number of Projected Employees in 2001 = 30

Recruitment Methods

	# of Firms
Employee Referrals:	8/11
Newspaper Ads:	11/11
Private Employment Agencies:	1/11
Hire Unsolicited Applicants:	1/11
In-house Promotional or Transfer:	6/11
Public School or Program Referrals:	4/11
Private School Referrals:	1/11
Employment Development Department:	7/11
Union Hall Referrals:	0/11
Other:	0/11

Occupational Mobility

Most firms report they do offer promotional opportunities, with some firms reporting they do not offer promotional opportunities.

Local Training Opportunities

No specific training is offered locally for this occupation, although class "A" license preparation is offered by College of the Redwoods and The American Truck School. See the *Vocational training Directory* for more information.

Where the Jobs Are

Local and Suburban Transportation
Individual & Misc Social Services
Residential Care
Hotels and Other Lodging Places
Job Training and Related Services
Amusement and Recreation

DOT Code(s) and Title(s)

909.663-010	Hostler
913.363-010	Bus Driver, Day- Haul or Farm Charter
913.463-010	Bus Driver
913.663-014	Mobile-Lounge Driver

Additional Information

California Occupational Guide # 2
Occupational Outlook Handbook page # 446

CHILD CARE WORKERS

OES Code: 680380

9 Employers Responding, 114 Jobs Represented, 9 Male, 105 Female

Description of Occupation

Child Care Workers attend children at school, businesses, and institutions performing a variety of tasks, such as dressing, feeding, bathing, and overseeing play. Please do not include workers whose primary function is to teach in a structured setting..

Wages/Benefits

	Range	Median
New hires, no experience:	\$5.29 – 6.50	\$5.75
New hires, experienced:	\$5.75 – 7.50	\$6.30
3+ yrs experience with firm:	\$6.50 – 9.25	\$7.45

Hours

Many employment is full-time, averaging 37 hours per week; many jobs are part-time, averaging 20 hours per week; with few jobs being temporary on-call, averaging 10 hours per week.

Benefits Offered

	Full-time	Part-time
Medical Insurance:	4/9	0/9
Dental Insurance:	2/9	0/9
Vision Insurance:	1/9	0/9
Life Insurance:	3/9	0/9
Paid Sick Leave:	6/9	2/9
Paid Vacation:	6/9	2/9
Retirement Plan:	2/9	2/9
Child Care:	3/9	3/9

Supply/Demand Assessment

Difficulty Finding Applicants

Degree of Difficulty	Experienced	Inexperienced
Not Difficult	11%	0 %
A Little Difficult	0 %	33%
Somewhat Difficult	67%	44%
Very Difficult	22%	22%

Education/Training Experience

Education

Almost all firms report most of their recent new hires have completed some college, but have no degree; few report associate degrees.

Work Experience and Training

Employers Reported	Experience Required (avg. months)	Training Substitutes for Experience (avg. months)
Always	22%	0 %
Usually	44%	11%
Sometimes	22%	89%
Never	11%	0%

Required Skills

Possession of a clean police record
Ability to exercise patience
Possession of a good work record
Ability to handle crisis situations
Ability to work under pressure
Good physical condition
Oral communication skills
Knowledge of early childhood development
Ability to read and follow instructions
Willingness to work with close supervision

Key Terms: All: 100%; Almost All: 75 – 99%; Most: 51 – 74%; Many: 35 – 50%; Some: 10 – 34%; Few: <10%

Occupational Outlook 1998

CHILD CARE WORKERS

Employment Trends/Size

Many employers expect employment levels to remain stable over the next three years, with some expecting levels to grow. Some employers expect employment levels to decline.

EDD Occupational Projection Estimate Growth Rate, 1994 – 2001:

This occupation is projected to grow at a faster than average rate.

Number of Employees in 1994 = 120

Number of Projected Employees in 2001 = 140

Local Training Opportunities

Excellent training is offered through College of the Redwoods and the Humboldt Regional Occupational program. See the *Vocational Training Directory* for more information.

Recruitment Methods

	# of Firms
Employee Referrals:	7/9
Newspaper Ads:	6/9
Private Employment Agencies:	0/9
Hire Unsolicited Applicants:	1/9
In-house Promotional or Transfer:	6/9
Public School or Program Referrals:	5/9
Private School Referrals:	1/9
Employment Development Department:	5/9
Union Hall Referrals:	0/9
Other:	2/9

Where the Jobs Are

Child Day Care Services
Education, Public and Private
State Government, exc Educ/Hospital
Individual & Misc social Services
Local Government, exc Educ/Hospital

Occupational Mobility

All firms report they offer promotional opportunities.

DOT Code(s) and Title(s)

355.674-010	Child Care Attendant, School
359.677-010	Attendant, Children's Institution
359.677-018	Nursery School Attendant
359.677-026	Playroom Attendant

Additional Information

California Occupational Guide # 505
Occupational Outlook Handbook page # 321

COMPUTER NETWORK TECHNICIAN

OES Code: 033162996

6 Employers Responding, 28 Jobs Represented, 25 Male, 3 Female

Description of Occupation

Computer Network Technicians install and maintain personal computers and connect them to local and/ or wide area networks (LANs/WANs). Technicians perform troubleshooting, diagnosis, and repair of computers and peripheral equipment; they also work on net network related hardware and software problems. They may assign passwords, use manuals, maintain a variety of logs and communicate with Network Managers or others about specific system problems. In addition, they may provide training and education to other staff on network operations, and usage.

Wages/Benefits

	Range	Median
New hires, no experience:	\$5.75 – 16.61	\$ 7.00
New hires, experienced:	\$6.75 – 16.61	\$ 8.00
3+ yrs experience with firm:	\$7.00 – 19.23	\$12.00

Hours

Most employment is full-time, averaging 40 hours per week; some jobs are part-time, averaging 30 hours per week; with few jobs being temporary on-call, averaging 40 hours per week.

Benefits Offered

	Full-time	Part-time
Medical Insurance:	5/6	0/6
Dental Insurance:	5/6	0/6
Vision Insurance:	2/6	0/6
Life Insurance:	1/6	0/6
Paid Sick Leave:	5/6	0/6
Paid Vacation:	6/6	0/6
Retirement Plan:	3/6	0/6
Child Care:	0/6	0/6

Supply/Demand Assessment

Difficulty Finding Applicants

Degree of Difficulty	Experienced	Inexperienced
Not Difficult	0%	17%
A Little Difficult	33%	17%
Somewhat Difficult	33%	33%
Very Difficult	33%	33%

Education/Training Experience

Education

Some firms report most of their recent new hires have a high school diploma or equivalent; some firms report some of their hires have some college, but no degree. Some firms report new hires have a Bachelors Degree.

Work Experience and Training

Employers Reported	Experience Required (avg. months)	Training Substitutes for Experience (avg. months)
Always	17%	0%
Usually	83%	33%
Sometimes	0%	67%
Never	0%	0%

Required Skills

Ability to install LAN/WAN cards, Problem solving skills
Ability to set up & maintain multi-user systems
Knowledge of UNIK and other network operating systems
Ability to operate peripheral equip
Knowledge of mainframe & microcomputer hardware
Ability to use diagnostics programs

COMPUTER NETWORK TECHNICIANS

Employment Trends/Size

Many employers expect employment levels to remain stable over the next three years, with many expecting levels to grow.

EDD Occupational Projection Estimate Growth Rate, 1994 – 2001:

Information not available

Local Training Opportunities

Excellent training is offered through College of the Redwoods. See the Vocational Training Directory for more information.

Recruitment Methods

	# of Firms
Employee Referrals:	5/6
Newspaper Ads:	5/6
Private Employment Agencies:	1/6
Hire Unsolicited Applicants:	0/6
In-house Promotional or Transfer:	3/6
Public School or Program Referrals:	3/6
Private School Referrals:	0/6
Employment Development Department:	2/6
Union Hall Referrals:	1/6
Other:	2/6

Where the Jobs Are

Education, Public and Private
Local Government
Hotels and Motels
Real Estate Managers
Hospitals
Amusement and Recreation
Eating and Drinking Places
Nursing and Personal Care Facilities

Occupational Mobility

Most firms report they do offer promotional opportunities, with some firms reporting they do not offer promotional opportunities.

DOT Code(s) and Title(s)

Information not available

Additional Information

California Occupational Guide # 136
Occupational Outlook Handbook page # 351

FOOD SERVICE MANAGERS

OES Code: 150261

16 Employers Responding, 210 Jobs Represented, 90 Male, 120 Female

Description of Occupation

Food Service Managers plan, organize, direct, control, or coordinate activities of an organization or department that serves food and/or beverages. Please include food and Beverage Directors.

Supply/Demand Assessment

Difficulty Finding Applicants

Degree of Difficulty	Experienced	Inexperienced
Not Difficult	6%	0%
A Little Difficult	19%	13%
Somewhat Difficult	38%	53%
Very Difficult	38%	33%

Wages/Benefits

	Range	Median
New hires, no experience:	\$5.75 - 14.43	\$6.25
New hires, experienced:	\$5.75 - 16.81	\$7.75*
3+ yrs experience with firm:	\$7.00 - 19.18	\$9.00

Hours

Most employment is part-time, averaging 25 hours per week; some jobs are full-time, averaging 44 hours per week; with few jobs being temporary on-call, averaging 5 hours per week.

Benefits Offered

	Full-time	Part-time
Medical Insurance:	13/16	0/16
Dental Insurance:	9/16	0/16
Vision Insurance:	5/16	0/16
Life Insurance:	5/16	0/16
Paid Sick Leave:	4/16	1/16
Paid Vacation:	14/16	1/16
Retirement Plan:	2/16	0/16
Child Care:	0/16	0/16

Education/Training Experience

Education

Many firms report most of their recent new hires have a high school diploma or equivalent; some firms report some of their hires have some college, but no degree. Few firms report associate, bachelor, and graduate degrees.

Work Experience and Training

Employers Reported	Experience Required (avg. months)	Training Substitutes for Experience (avg. months)
Always	38%	19%
Usually	19%	25%
Sometimes	44%	44%
Never	0%	13%

Required Skills

Willingness to work nights, weekends, and holidays
Ability to work under pressure
Ability to plan and organize the work of others
Ability to manage an activity or department
Oral communication skills
High standards of personal cleanliness
Ability to motivate others
Customer service skills
Ability to read and follow instructions
Public contact skills

FOOD SERVICE MANAGERS

Employment Trends/Size

Most employers expect employment levels to remain stable over the next three years, with some expecting levels to grow.

EDD Occupational Projection Estimate Growth Rate, 1994 – 2001:

This occupation is projected to grow at a much faster than average rate.

Number of Employees in 1994 = 120

Number of Projected Employees in 2001 = 170

Recruitment Methods

	# of Firms
Employee Referrals:	11/16
Newspaper Ads:	8/16
Private Employment Agencies:	1/16
Hire Unsolicited Applicants:	7/16
In-house Promotional or Transfer:	9/16
Public School or Program Referrals:	4/16
Private School Referrals:	1/16
Employment Development Department:	5/16
Union Hall Referrals:	0/16
Other:	3/16

Occupational Mobility

Most firms report they do offer promotional opportunities, with some firms reporting they do not offer promotional opportunities.

Local Training Opportunities

No specific training is offered locally for this occupation, although excellent general business management training is offered through College of the Redwoods. See the *Vocational training Directory* for more information.

Where the Jobs Are

Eating and Drinking Places
Hotels and Other Lodging Places
Education, Public and Private
Nursing & Personal Care Facilities
Hospitals, Public and Private
Residential Care
Eating and Drinking Places
Nursing and Personal Care Facilities

DOT Code(s) and Title(s)

185. 137-010	Manager, Fast Food Services
187. 117-038	Manager, Hotel or Motel
187. 137-018	Manager, Front Office
187. 161-010	Executive Chef

Additional Information

California Occupational Guide # 503
Occupational Outlook Handbook page # 72

HAND PACKERS & PACKAGERS

OES Code: 989020

12 Employers Responding, 105 Jobs Represented, 76 Male, 29 Female

Description of Occupation

Hand Packers and Packers pack or package by hand a wide variety of products and materials. Please do not include workers whose jobs require more than minimum training.

Supply/Demand Assessment

Difficulty Finding Applicants

Degree of Difficulty	Experienced	Inexperienced
Not Difficult	17%	33%
A Little Difficult	50%	58%
Somewhat Difficult	25%	0%
Very Difficult	8%	8%

Wages/Benefits

	Range	Median
New hires, no experience:	\$5.75 – 9.00	\$ 6.00
New hires, experienced:	\$5.75 – 13.10	\$ 7.00
3+ yrs experience with firm:	\$5.75 – 15.00	\$10.00

Hours

Most employment is full-time, averaging 40 hours per week; some jobs are part-time, averaging 21 hours per week; with few jobs being temporary on-call, averaging 15 hours per week. Few jobs are seasonal, averaging 30 hours per week.

Benefits Offered

	Full-time	Part-time
Medical Insurance:	9/12	1/12
Dental Insurance:	7/12	1/12
Vision Insurance:	4/12	1/12
Life Insurance:	5/12	0/12
Paid Sick Leave:	3/12	2/12
Paid Vacation:	10/12	2/12
Retirement Plan:	4/12	2/12
Child Care:	0/12	0/12

Education/Training Experience

Education

Many firms report most of their recent new hires have a high school diploma or equivalent; few firms report some of their hires have less than high school diploma or equivalent. Few firms report college but no degree; and few report bachelors degrees.

Work Experience and Training

Employers Reported	Experience Required (avg. months)	Training Substitutes for Experience (avg. months)
Always	0%	0%
Usually	0%	25%
Sometimes	58%	67%
Never	42%	8%

Required Skills

Ability to use hands, arms, and fingers
Ability to follow oral instructions
Ability to perform routine, repetitive work
Ability to learn from on-the-job training
Ability to interact well with others
Ability to stand continuously for 2 or more hours
Good eye-hand coordination
Willingness to work overtime
Ability to work rapidly
Ability to work as part of a team

Key Terms: All: 100%; Almost All: 75 – 99%; Most: 51 – 74%; Many: 35 – 50%; Some: 10 – 34%; Few: <10%

Occupational Outlook 1998

HAND PACKERS & PACKAGERS

Employment Trends/Size

Many employers expect employment levels to remain stable over the next three years, with many expecting levels to grow. Few employers expect employment levels to decline.

EDD Occupational Projection Estimate Growth Rate, 1994 – 2001:

This occupation is projected to grow at a faster than average rate.

Number of Employees in 1994 = 180

Number of Projected Employees in 2001 = 370

Local Training Opportunities

No specific training is offered locally for this occupation.

Recruitment Methods

	# of Firms
Employee Referrals:	10/12
Newspaper Ads:	5/12
Private Employment Agencies:	0/12
Hire Unsolicited Applicants:	3/12
In-house Promotional or Transfer:	3/12
Public School or Program Referrals:	1/12
Private School Referrals:	0/12
Employment Development Department:	3/12
Union Hall Referrals:	0/12
Other:	1/12

Where the Jobs Are

Personnel Supply Services
Meat Products
Agriculture, Forestry, Fishing
Misc Foods and Kindred Products
Wholesale Trade, Other
Newspaper

Occupational Mobility

All firms report they do offer promotional opportunities.

DOT Code(s) and Title(s)

922.687-094	Timber Packer
920.687-086	Fish Packer
920.587-018	Hand Packer

Additional Information

California Occupational Guide # 136
Occupational Outlook Handbook page # 351

LAUNDRY & DRY CLEANING MACHINE OPERATORS & TENDERS (EXCEPT PRESSING)

OES Code: 927260

13 Employers Responding, 94 Jobs Represented, 23 Male, 71 Female

Description of Occupation

Laundry and Drycleaning Machine Operators and Tenders operate or tend washing or drycleaning machines to clean or dryclean commercial, industrial, or household articles, such as suede, leather, and cloth garments, furs, blankets, draperies, fine lines, rugs, and carpets.

Wages/Benefits

	Range	Median
New hires, no experience:	\$5.25 – 6.29	\$5.75
New hires, experienced:	\$5.75 – 7.50	\$5.75
3+ yrs experience with firm:	\$6.00 – 8.50	\$7.00

(Union employers pay at the top end of the wage range.)

Hours

Most employment is full-time, averaging 40 hours per week; some jobs are part-time, averaging 24 hours per week; with few jobs being temporary on-call, averaging 5 hours per week.

Benefits Offered

	Full-time	Part-time
Medical Insurance:	4/13	1/13
Dental Insurance:	3/13	0/13
Vision Insurance:	4/13	0/13
Life Insurance:	3/13	1/13
Paid Sick Leave:	4/13	4/13
Paid Vacation:	9/13	4/13
Retirement Plan:	4/13	1/13
Child Care:	0/13	0/13

Supply/Demand Assessment

Difficulty Finding Applicants

Degree of Difficulty	Experienced	Inexperienced
Not Difficult	38%	15%
A Little Difficult	31%	54%
Somewhat Difficult	8%	31%
Very Difficult	23%	0%

Education/Training Experience

Education

Most firms report most of their new hires have a high school diploma or equivalent; some firms report some new hires have less than high school. Few firms report some of their hires have some college, but no degree.

Work Experience and Training

Employers Reported	Experience Required (avg. months)	Training Substitutes for Experience (avg. months)
Always	0%	0%
Usually	0%	31%
Sometimes	69%	69%
Never	31%	0%

Required Skills

Ability to work as part of a team
 Ability to use hands, arms, and fingers
 High standards of personal cleanliness
 Ability to follow safe equipment operating practices
 Ability to stand continuously for 2 or more hours
 Ability to work independently
 Ability to read and follow instructions

LAUNDRY & DRY CLEANING MACHINE OPERATORS & TENDERS (EXCEPT PRESSING)

Employment Trends/Size

Most employers expect employment levels to remain stable over the next three years, with some expecting levels to grow. Few employers expect employment to decline.

EDD Occupational Projection Estimate

Growth Rate, 1994 – 2001:

This occupation is projected to remain stable.

Number of Employees in 1994 = 60

Number of Projected Employees in 2001 = 60

Local Training Opportunities

No specific training is offered locally for this occupation.

Recruitment Methods

	# of Firms
Employee Referrals:	11/13
Newspaper Ads:	7/13
Private Employment Agencies:	1/13
Hire Unsolicited Applicants:	2/13
In-house Promotional or Transfer:	8/13
Public School or Program Referrals:	2/13
Private School Referrals:	0/13
Employment Development Department:	5/13
Union Hall Referrals:	0/13
Other:	1/13

Where the Jobs Are

Laundry/Cleaning/Garment Services
Nursing & Personal Care Facilities
Hotels and Other Lodging Places
Real Estate Managers
Hospitals, Public and Private

Occupational Mobility

Most firms report they do offer promotional opportunities, with some firms reporting they do not offer promotional opportunities.

DOT Code(s) and Title(s)

361.665-010	Washer, Machine
362.382-014	Dry Cleaner
369.648-014	Laundry Operator

Additional Information

California Occupational Guide # 207
Occupational Outlook Handbook page # 475

PHLEBOTOMISTS

OES Code: 079364999

10 Employers Responding, 69 Jobs Represented, 13 Male, 56 Female

Description of Occupation

Phlebotomists draw blood from patients or donors in hospitals, independent clinical laboratories, blood banks, or similar facilities, for analysis or other medical purposes. They may perform related clerical and/or routine laboratory tasks.

Wages/Benefits

	Range	Median
New hires, no experience:	\$5.90– 8.64	\$7.06
New hires, experienced:	\$7.00 – 9.50	\$8.25
3+ yrs experience with firm:	\$8.00 – 12.26	\$9.00

Hours

Most employment is full-time, averaging 40 hours per week; some jobs are part-time, averaging 19 hours per week; with few jobs being temporary on-call, averaging 24 hours per week.

Benefits Offered

	Full-time	Part-time
Medical Insurance:	9/10	4/10
Dental Insurance:	7/10	3/10
Vision Insurance:	5/10	3/10
Life Insurance:	8/10	2/10
Paid Sick Leave:	10/10	5/10
Paid Vacation:	10/10	5/10
Retirement Plan:	10/10	4/10
Child Care:	1/10	1/10

Supply/Demand Assessment

Difficulty Finding Applicants

Degree of Difficulty	Experienced	Inexperienced
Not Difficult	0%	10%
A Little Difficult	30%	50%
Somewhat Difficult	60%	30%
Very Difficult	10%	10%

Education/Training Experience

Education

Many firms report most of their recent new hires have a high school diploma or equivalent, with most firms reporting some college, but no degree.

Work Experience and Training

Employers Reported	Experience Required (avg. months)	Training Substitutes for Experience (avg. months)
Always	10%	0%
Usually	50%	40%
Sometimes	40%	60%
Never	0%	0%

Required Skills

Infection control skills
Blood drawing skills
Ability to follow laboratory procedures
Record keeping skills
Ability to work independently
Ability to interact well with others
Ability to apply sterilization techniques
Knowledge of medical terminology

PHLEBOTOMISTS

Employment Trends/Size

Most employers expect employment levels to remain stable over the next three years, with some expecting levels to grow.

EDD Occupational Projection Estimate

Growth Rate, 1994 – 2001:

This occupation is projected to remain stable.

Number of Employees in 1994 = n/a

Number of Projected Employees in 2001 = n/a

Local Training Opportunities

Humboldt Regional Occupational Program and College of the Redwoods offer this training on an occasional basis.

Recruitment Methods

	# of Firms
Employee Referrals:	6/10
Newspaper Ads:	9/10
Private Employment Agencies:	0/10
Hire Unsolicited Applicants:	0/10
In-house Promotional or Transfer:	6/10
Public School or Program Referrals:	5/10
Private School Referrals:	0/10
Employment Development Department:	1/10
Union Hall Referrals:	0/10
Other:	1/10

Where the Jobs Are

Hospitals, Public and Private
Medical and Dental Laboratories
Home Health Care Services
Health and allied Services, NEC
Local Government, exc Educ/Hospital
Nursing & Personal Care Facilities

Occupational Mobility

Almost all firms report they do not offer promotional opportunities, with few firms reporting they do offer promotional opportunities.

DOT Code(s) and Title(s)

079.364-022 Phlebotomist

Additional Information

California Occupational Guide # n/a
Occupational Outlook Handbook page # 200

PURCHASING AGENTS *(Except wholesale, Retail, and Farm Products)*

OES Code: 213080

10 Employers Responding, 27 Jobs Represented, 16 Male, 11 Female

Description of Occupation

Purchasing Agents, except Wholesale, Retail and Farm Products, purchase raw or semi-finished materials for manufacturing. They also purchase machinery, equipment, tools, parts, supplies, or services necessary for the operation of an establishment. Please include contract specialists, field contractors, purchasers, price analysts, tooling coordinators, and media buyers.

Wages/Benefits

	Range	Median
New hires, no experience:	\$5.85 – 13.40	\$6.50
New hires, experienced:	\$6.50 – 14.40	\$7.20
3+ yrs experience with firm:	\$7.00 – 19.18	\$9.75

Hours

Almost all employment is full-time, averaging 40 hours per week; few jobs are part-time, averaging 30 hours per week.

Benefits Offered

	Full-time	Part-time
Medical Insurance:	8/10	0/10
Dental Insurance:	8/10	0/10
Vision Insurance:	4/10	0/10
Life Insurance:	6/10	0/10
Paid Sick Leave:	9/10	1/10
Paid Vacation:	10/10	1/10
Retirement Plan:	5/10	0/10
Child Care:	0/10	0/10

Supply/Demand Assessment

Difficulty Finding Applicants

Degree of Difficulty	Experienced	Inexperienced
Not Difficult	10%	0%
A Little Difficult	50%	60%
Somewhat Difficult	30%	30%
Very Difficult	10%	10%

Education/Training Experience

Education

Many firms report most of their new hires have a high school diploma or equivalent; many firms report some of their new hires have some college, but no degree. Few firms report some of their new have bachelors degrees.

Work Experience and Training

Employers Reported	Experience Required (avg. months)	Training Substitutes for Experience (avg. months)
Always	20%	0%
Usually	30%	20%
Sometimes	30%	80%
Never	20%	0%

Required Skills

Ability to follow purchasing procedures
Negotiation skills
Ability to maintain good business relationships
Ability to use supply catalogues
Public contact skills
Ability to assess and analyze market conditions
Understanding of inventory control systems
Analytical skills
Ability to work independently

PURCHASING AGENTS *(Except Wholesale, Retail, and Farm Products)*

Employment Trends/Size

Almost all employers expect employment levels to remain stable over the next three years, with few expecting levels to decline. No employers expect employment levels to grow.

EDD Occupational Projection Estimate Growth Rate, 1994 – 2001:

This occupation is projected to remain stable

Number of Employees in 1994 = 50

Number of Projected Employees in 2001 = 50

Local Training Opportunities

No specific training is offered locally for this occupation.

Recruitment Methods

	# of Firms
Employee Referrals:	6/10
Newspaper Ads:	8/10
Private Employment Agencies:	3/10
Hire Unsolicited Applicants:	2/10
In-house Promotional or Transfer:	6/10
Public School or Program Referrals:	3/10
Private School Referrals:	0/10
Employment Development Department:	4/10
Union Hall Referrals:	0/10
Other:	1/10

Where the Jobs Are

Federal Government
Aircraft and Parts
Hospitals, Public and Private
Local Government, exc Educ/Hospital
Computer and Office Equipment
Wholesale Trade, Other
Motor Vehicles and Equipment
Advertising

Occupational Mobility

Most firms report they do not offer promotional opportunities, with some firms reporting they do offer promotional opportunities.

DOT Code(s) and Title(s)

163.117-010	Manager, Contracts
169.167-054	Tooling Coordinator

Additional Information

California Occupational Guide # n/a
Occupational Outlook Handbook page # 69

REPORTERS and CORRESPONDENTS

OES Code: 340110

7 Employers Responding, 19 Jobs Represented, 8 Male, 11 Female

Description of Occupation

Reporters and Correspondents collect and analyze facts about newsworthy events by interview, investigation, or observation and report and write stories for newspapers, news magazines, radio, or television. Correspondents who broadcast news for radio and television should be classified as Broadcast News Analysts.

Wages/Benefits

	Range	Median
New hires, no experience:	\$6.30– 13.43	\$ 8.00
New hires, experienced:	\$6.30– 13.43	\$ 8.92
3+ yrs experience with firm:	\$6.30–13.43	\$10.00

Hours

Many employment is full-time, averaging 41 hours per week; some jobs are part-time, averaging 18 hours per week; with few jobs being temporary on-call, averaging 5 hours per week.

Benefits Offered

	Full-time	Part-time
Medical Insurance:	6/7	0/7
Dental Insurance:	5/7	0/7
Vision Insurance:	1/7	0/7
Life Insurance:	4/7	0/7
Paid Sick Leave:	3/7	0/7
Paid Vacation:	5/7	0/7
Retirement Plan:	3/7	0/7
Child Care:	0/7	0/7

Supply/Demand Assessment

Difficulty Finding Applicants

Degree of Difficulty	Experienced	Inexperienced
Not Difficult	14%	14%
A Little Difficult	14%	29%
Somewhat Difficult	71%	43%
Very Difficult	0%	14%

Education/Training Experience

Education

Many firms report most of their recent new hires have a bachelors degree, some firms report their recent hires have some college, but no degree. Few firms report associate degrees.

Work Experience and Training

Employers Reported	Experience Required (avg. months)	Training Substitutes for Experience (avg. months)
Always	43%	0%
Usually	29%	0%
Sometimes	29%	100%
Never	0%	0%

Required Skills

Ability to write effectively
Proofreading skills
Ability to use word processing software
Oral communication skills
Ability to determine slant or emphasis of news material
Ability to organize material.

REPORTERS and CORRESPONDENTS

Employment Trends/Size

Most employers expect employment levels to remain stable over the next three years, with some expecting levels to grow.

EDD Occupational Projection Estimate Growth Rate, 1994 – 2001:

A slow decline is projected for this occupation.

Number of Employees in 1994 = 40

Number of Projected Employees in 2001 = 30

Local Training Opportunities

No specific training is offered locally for this occupation, although Humboldt State University offers a Major in Journalism, and College of the Redwoods offers classes in English, Writing, and related subjects.

Recruitment Methods

	# of Firms
Employee Referrals:	6/7
Newspaper Ads:	6/7
Private Employment Agencies:	0/7
Hire Unsolicited Applicants:	2/7
In-house Promotional or Transfer:	0/7
Public School or Program Referrals:	5/7
Private School Referrals:	0/7
Employment Development Department:	3/7
Union Hall Referrals:	0/7
Other:	0/7

Where the Jobs Are

Newspapers
Radio and Television Broadcasting
Periodicals
Miscellaneous Publishing

Occupational Mobility

Most firms report they do offer promotional opportunities, with some firms reporting they do not offer promotional opportunities.

DOT Code(s) and Title(s)

131.262-018 Reporter

Additional Information

California Occupational Guide # 113
Occupational Outlook Handbook page # 182

SALES AGENTS & PLACERS-INSURANCE

OES Code: 430020

11Employers Responding, 70 Jobs Represented, 20 Male, 50Female

Description of Occupation

Sales Agents and Placers sell or advise clients on life insurance, endowments, fire, accident, and other types of insurance. They may refer clients to independent brokers, or work as an independent broker, or be employed by an insurance company.

Wages/Benefits

	Range	Median
New hires, no experience:	\$5.75 – 9.08	\$6.32
New hires, experienced:	\$5.75 – 11.51	\$ 8.06
3+ yrs experience with firm:	\$7.00 – 16.78	\$ 9.59
Tips / Commission: All employers pay commission based on sales and other factors.		

Hours

Almost all employment is full-time, averaging 40 hours per week; few jobs are part-time, averaging 14 hours per week.

Benefits Offered

	Full-time	Part-time
Medical Insurance:	10/11	0/11
Dental Insurance:	4/11	0/11
Vision Insurance:	2/11	0/11
Life Insurance:	6/11	0/11
Paid Sick Leave:	10/11	0/11
Paid Vacation:	9/11	0/11
Retirement Plan:	8/11	0/11
Child Care:	0/11	0/11

Supply/Demand Assessment

Difficulty Finding Applicants

Degree of Difficulty	Experienced	Inexperienced
Not Difficult	0%	9%
A Little Difficult	0%	0%
Somewhat Difficult	40%	55%
Very Difficult	60%	36%

Education/Training Experience

Education

Few firms report their recent new hires have a high school diploma or equivalent; most firms report their recent new hires have some college, but no degree. Few firms report associate degrees.

Work Experience and Training

Employers Reported	Experience Required (avg. months)	Training Substitutes for Experience (avg. months)
Always	18%	9%
Usually	55%	18%
Sometimes	27%	55%
Never	0%	18%

Required Skills

Customer service skills
Ability to follow oral instructions
Oral communication skills
Ability to read and follow instructions
Business math skills
Basic math skills
Verbal presentation skills
Ability to work independently
Ability to write legibly
Ability to write effectively

Key Terms: All: 100%; Almost All: 75 – 99%; Most: 51 – 74%; Many: 35 – 50%; Some: 10 – 34%; Few: <10%

Occupational Outlook 1998

SALES AGENTS & PLACERS-INSURANCE

Employment Trends/Size

Some employers expect employment levels to remain stable over the next three years, with most expecting levels to grow.

EDD Occupational Projection Estimate

Growth Rate, 1994 – 2001:

This occupation is projected to grow at a much faster than average rate.

Number of Employees in 1994 = 30

Number of Projected Employees in 2001 = 40

Local Training Opportunities

No specific training is offered locally for this occupation.

Recruitment Methods

	# of Firms
Employee Referrals:	9/11
Newspaper Ads:	7/11
Private Employment Agencies:	5/11
Hire Unsolicited Applicants:	2/11
In-house Promotional or Transfer:	5/11
Public School or Program Referrals:	1/11
Private School Referrals:	0/11
Employment Development Department:	1/11
Union Hall Referrals:	0/11
Other:	1/11

Where the Jobs Are

Insurance Agents, Brokers, and Svc
Life Insurance
Fire, Marine, & Casualty Insurance
Medical Service & Health Insurance
Pension Funds and Insurance, NEC
Commercial/Savings/Credit Banks

Occupational Mobility

Many firms report they do offer promotional opportunities, with many firms reporting they do not offer promotional opportunities.

DOT Code(s) and Title(s)

239.267-010	Placer
250.257-010	Sales Agent, Insurance

Additional Information

California Occupational Guide # 455
Occupational Outlook Handbook page # 236

SALES AGENTS - REAL ESTATE

OES Code: 430080

10Employers Responding, 151 Jobs Represented, 66 Male, 85 Female

Description of Occupation

Real Estate Sales Agents rent, buy, and sell property to clients on a commission basis. They perform duties such as studying property listings, interviewing prospective clients, accompanying clients to property sites, discussing conditions of sale, and drawing up estate contracts.

Wages/Benefits

	Range	Median
New hires, no experience:	\$*	\$*
New hires, experienced:	\$8.50 - 19.18	\$13.84
3+ yrs experience with firm:	\$10.50 - 23.01	\$16.76

Tips/Commission: All employers pay commission based on sales and other factors. * Few firms hire inexperienced employees.

Hours

Most employment is full-time, averaging 42 hours per week; some jobs are part-time, averaging 15 hours per week.

Benefits Offered

	Full-time	Part-time
Medical Insurance:	0/10	0/10
Dental Insurance:	0/10	0/10
Vision Insurance:	0/10	0/10
Life Insurance:	0/10	0/10
Paid Sick Leave:	0/10	0/10
Paid Vacation:	0/10	0/10
Retirement Plan:	0/10	0/10
Child Care:	0/10	0/10

Supply/Demand Assessment

Difficulty Finding Applicants

Degree of Difficulty	Experienced	Inexperienced
Not Difficult	10%	0%
A Little Difficult	20%	30%
Somewhat Difficult	60%	50%
Very Difficult	10%	20%

Education/Training Experience

Education

Almost all firms report most of their recent new hires have some college, but no degree. Few firms report some of their recent new hires have completed high school or equivalent; few report bachelor degrees.

Work Experience and Training

Employers Reported	Experience Required (avg. months)	Training Substitutes for Experience (avg. months)
Always	10%	0%
Usually	10%	50%
Sometimes	40%	50%
Never	40%	0%

Required Skills

Oral communication skills
Ability to work independently
Possession of a valid driver's license
Public contact skills
Ability to apply sales techniques
Possession of a reliable vehicle
Ability to read and follow instructions
Ability to write legibly
Ability to prepare and arrange sales contracts
Telephone sales skills

SALES AGENTS – REAL ESTATE

Employment Trends/Size

Most employers expect employment levels to remain stable over the next three years, with many expecting levels to grow.

EDD Occupational Projection Estimate Growth Rate, 1994 – 2001:

Information not available

Number of Employees in 1994 = n/a

Number of Projected Employees in 2001 = n/a

Local Training Opportunities

Training is offered through Century 21 Schools in Fortuna, CA. See the *Vocational Training Directory* for more information.

Recruitment Methods

	# of Firms
Employee Referrals:	6/10
Newspaper Ads:	3/10
Private Employment Agencies:	2/10
Hire Unsolicited Applicants:	3/10
In-house Promotional or Transfer:	2/10
Public School or Program Referrals:	5/10
Private School Referrals:	2/10
Employment Development Department:	1/10
Union Hall Referrals:	0/10
Other:	1/10

Occupational Mobility

All firms report they do not offer promotional opportunities.

Where the Jobs Are

Real Estate Agents and Managers
Real Estate Operators and Lessors
Residential Building Construction

DOT Code(s) and Title(s)

250. 357-014	Leasing Agent, Residence
250. 357-018	Sales Agent, Real Estate

Additional Information

California Occupational Guide # 90
Occupational Outlook Handbook page # 240

SALESPERSONS-RETAIL (EXCEPT VEHICLE SALES)

OES Code: 490112

15 Employers Responding, 371 Jobs Represented, 91 Male, 280 Female

Description of Occupation

Retail Salespersons sell a variety of merchandise to the public. They assist the customer in making selections, obtain or receive the merchandise, total the bill, receive the payment in cash or by check or credit card, operate a cash register, and make change for the customer. They may stock shelves and set up advertising displays.

Wages/Benefits

	Range	Median
New hires, no experience:	\$5.75 – 6.00	\$5.75
New hires, experienced:	\$5.75 – 7.00	\$6.25
3+ yrs experience with firm:	\$6.50 – 15.50	\$7.70

(Union employers pay at the top end of the wage range.)

Hours

Many employment is part-time, averaging 22 hours per week; some jobs are full-time, averaging 39 hours per week; with few jobs being temporary on-call, or seasonal, averaging 23 hours per week.

Benefits Offered

	Full-time	Part-time
Medical Insurance:	13/15	2/15
Dental Insurance:	9/15	1/15
Vision Insurance:	6/15	1/15
Life Insurance:	8/15	1/15
Paid Sick Leave:	8/15	2/15
Paid Vacation:	12/15	2/15
Retirement Plan:	8/15	1/15
Child Care:	0/15	0/15

Supply/Demand Assessment

Difficulty Finding Applicants

Degree of Difficulty	Experienced	Inexperienced
Not Difficult	0%	21%
A Little Difficult	40%	14%
Somewhat Difficult	47%	43%
Very Difficult	13%	21%

Education/Training Experience

Education

Many firms report most of their recent new hires have a high school diploma or equivalent; many firms report some of their hires have some college, but no degree.

Work Experience and Training

Employers Reported	Experience Required (avg. months)	Training Substitutes for Experience (avg. months)
Always	7%	7%
Usually	40%	40%
Sometimes	40%	33%
Never	13%	20%

Required Skills

Ability to follow oral instructions
Customer service skills
Public contact skills
Ability to work under pressure
Oral communication skills
Good grooming skills
Ability to make change
Willingness to work with close supervision
Ability to work independently
Ability to operate a cash register

SALESPERSONS - RETAIL

Employment Trends/Size

Many employers expect employment levels to remain stable over the next three years, with many expecting levels to grow.

EDD Occupational Projection Estimate Growth Rate, 1994 – 2001:

This occupation is projected to grow at a much faster than average rate.

Number of Employees in 1994 = 1660

Number of Projected Employees in 2001 = 1950

Local Training Opportunities

No specific training is offered locally for this occupation.

Recruitment Methods

	# of Firms
Employee Referrals:	7/15
Newspaper Ads:	8/15
Private Employment Agencies:	1/15
Hire Unsolicited Applicants:	6/15
In-house Promotional or Transfer:	3/15
Public School or Program Referrals:	3/15
Private School Referrals:	0/15
Employment Development Department:	3/15
Union Hall Referrals:	1/15
Other:	5/15

Where the Jobs Are

Department Stores
Clothing and Accessories Stores
Misc Shopping Goods stores
Used Merchandise/Retail Stores NEC
Grocery Stores
Shoes Stores
General Merchandise Stores, NEC
Retail Nurseries and Garden Stores

Occupational Mobility

Most firms report they do offer promotional opportunities, with some firms reporting they do not offer promotional opportunities.

DOT Code(s) and Title(s)

261.351-010	Salesperson, Wigs
261.357-018	Sales Representative, Footwear
261.357-066	Salesperson, Women's Apparel

Additional Information

California Occupational Guide # 536
Occupational Outlook Handbook page # 245

SOCIAL WORKERS – (MEDICAL & PSYCHIATRIC)

OES Code: 273020

12 Employers Responding, 92 Jobs Represented, 15 Male, 77 Female

Description of Occupation

Medical and Psychiatric Social Workers counsel and aid individuals and families with problems that may arise during or following the recovery from physical or mental illness by providing supportive services designed to help the persons understand, accept, and follow medical recommendations. Please include Chemical Dependency Counselors.

Wages/Benefits

	Range	Median
New hires, no experience:	\$5.75 – 16.00	\$8.00
New hires, experienced:	\$6.50– 18.00	\$8.52
3+ yrs experience with firm:	\$8.04 – 30.00	\$12.86

Hours

Many employment is full-time, averaging 42 hours per week; many jobs are part-time, averaging 18 hours per week; with few jobs being temporary on-call, averaging 12 hours per week.

Benefits Offered

	Full-time	Part-time
Medical Insurance:	9/12	1/12
Dental Insurance:	7/12	1/12
Vision Insurance:	3/12	1/12
Life Insurance:	8/12	1/12
Paid Sick Leave:	10/12	1/12
Paid Vacation:	11/12	1/12
Retirement Plan:	3/12	0/12
Child Care:	2/12	0/12

Supply/Demand Assessment

Difficulty Finding Applicants

Degree of Difficulty	Experienced	Inexperienced
Not Difficult	33%	11%
A Little Difficult	25%	11%
Somewhat Difficult	42%	56%
Very Difficult	0%	22%

Education/Training Experience

Education

Some firms report some of their recent new hires have a high school diploma or equivalent; few report most of their recent hires have some college, but no degree. Many firms report many of their recent new hires have a Bachelors Degree, with few firms reporting graduate study.

Work Experience and Training

Employers Reported	Experience Required (avg. months)	Training Substitutes for Experience (avg. months)
Always	58%	0%
Usually	8%	33%
Sometimes	33%	42%
Never	0%	25%

Required Skills

Ability to handle crisis situations
Oral communication skills
Ability to work independently
Ability to treat substance abuse
Ability to read and follow instructions
Ability to write effectively
Ability to apply complex rules and regulations
Ability to interview others for information
Ability to write legibly
Knowledge of protective services for children and adults

SOCIAL WORKERS - (MEDICAL & PSYCHIATRIC)

Employment Trends/Size

Many employers expect employment levels to remain stable over the next three years, with many expecting levels to grow.

EDD Occupational Projection Estimate

Growth Rate, 1994 – 2001:

This occupation is projected to grow at a much faster than average rate.

Number of Employees in 1994 = 90

Number of Projected Employees in 2001 = 110

Local Training Opportunities

Humboldt State University offers an excellent program in Social Work.

Recruitment Methods

	# of Firms
Employee Referrals:	6/12
Newspaper Ads:	8/12
Private Employment Agencies:	0/12
Hire Unsolicited Applicants:	2/12
In-house Promotional or Transfer:	6/12
Public School or Program Referrals:	1/12
Private School Referrals:	0/12
Employment Development Department:	2/12
Union Hall Referrals:	0/12
Other:	4/12

Where the Jobs Are

State Government exc Educ/Hospital
Individual & Misc Social Services
Hospitals, Public and Private
Residential Care
Job Training and Related Services
Nursing & Personal Care Facilities
Civic and Social Associations
Federal Government

Occupational Mobility

Many firms report they do offer promotional opportunities, with many firms reporting they do not offer promotional opportunities.

DOT Code(s) and Title(s)

045.107-058	Substance Abuse Counselor
195.107-030	Social Worker, Medical
195.107-034	Social Worker, Psychiatric

Additional Information

California Occupational Guide # 122
Occupational Outlook Handbook page # 132

STATION INSTALLER & REPAIRERS - TELEPHONE

OES Code: 857260

7 Employers Responding, 25 Jobs Represented, 20 Male, 5 Female

Description of Occupation

Telephone Station Installers and Repairers install and repair telephone station equipment, such as telephones, coin collectors, telephone booths, and switching-key equipment.

Wages/Benefits

	Range	Median
New hires, no experience:	\$6.00 – 8.00	\$ 7.00
New hires, experienced:	\$5.75 – 10.00	\$ 9.00
3+ yrs experience with firm:	\$8.00 – 15.00	\$12.00

Hours

All employment is full-time, averaging 40 hours per week.

Benefits Offered

	Full-time	Part-time
Medical Insurance:	6/7	0/7
Dental Insurance:	3/7	0/7
Vision Insurance:	3/7	0/7
Life Insurance:	4/7	0/7
Paid Sick Leave:	5/7	0/7
Paid Vacation:	7/7	0/7
Retirement Plan:	1/7	0/7
Child Care:	0/7	0/7

Supply/Demand Assessment

Difficulty Finding Applicants

Degree of Difficulty	Experienced	Inexperienced
Not Difficult	14%	14%
A Little Difficult	0%	29%
Somewhat Difficult	29%	29%
Very Difficult	57%	29%

Education/Training Experience

Education

Most firms report most of their recent new hires have a high school diploma or equivalent; some firms report some of their hires have some college, but no degree.

Work Experience and Training

Employers Reported	Experience Required (avg. months)	Training Substitutes for Experience (avg. months)
Always	43%	0%
Usually	43%	29%
Sometimes	14%	71%
Never	0%	0%

Required Skills

Ability to determine method of installation
Ability to assemble telephone equipment
Ability to test newly installed equipment
Repairs faulty equipment
Electrical repair skills

STATION INSTALLERS (Repairs & Telephone)

Employment Trends/Size

Many employers expect employment levels to remain stable over the next three years, with many expecting levels to grow. No employers expected employment levels to decline.

EDD Occupational Projection Estimate Growth Rate, 1994 – 2001:

Information not available

Number of Employees in 1994 = n/a

Number of Projected Employees in 2001 = n/a

Local Training Opportunities

No specific training is offered locally for this occupation.

Recruitment Methods

	# of Firms
Employee Referrals:	4/7
Newspaper Ads:	4/7
Private Employment Agencies:	2/7
Hire Unsolicited Applicants:	0/7
In-house Promotional or Transfer:	4/7
Public School or Program Referrals:	1/7
Private School Referrals:	0/7
Employment Development Department:	0/7
Union Hall Referrals:	0/7
Other:	0/7

Where the Jobs Are

Telephone Communications
Cable and Other Pay TV Services

DOT Code(s) and Title(s)

822.261-022	Station Installer-and- Repairer
822.281-018	Maintenance Mechanic, Telephone

Occupational Mobility

Many firms report they do offer promotional opportunities, with many firms reporting they do not offer promotional opportunities.

Additional Information

California Occupational Guide # n/a
Occupational Outlook Handbook page #354

TRAFFIC, SHIPPING, & RECEIVING CLERKS

OES Code: 580280

14 Employers Responding, 94 Jobs Represented, 82 Male, 12 Female

Description of Occupation

Traffic, Shipping, and Receiving Clerks verify and keep records on incoming and outgoing shipments and prepare items for shipment. Duties include assembling, addressing, stamping, and shipping merchandise or material; and arranging for the transportation of products. Please do not include Stock Clerks, and workers whose primary duties involve weighing and checking.

Wages/Benefits

	Range	Median
New hires, no experience:	\$5.75 – 13.70	\$7.00
New hires, experienced:	\$5.75 – 13.70	\$7.00
3+ yrs experience with firm:	\$7.25 – 15.00	\$10.00

(Union employers pay at the top end of the wage range.)

Hours

Most employment is full-time, averaging 40 hours per week; some jobs are part-time, averaging 31 hours per week.

Benefits Offered

	Full-time	Part-time
Medical Insurance:	12/14	2/14
Dental Insurance:	9/14	2/14
Vision Insurance:	6/14	2/14
Life Insurance:	6/14	2/14
Paid Sick Leave:	8/14	1/14
Paid Vacation:	12/14	1/14
Retirement Plan:	9/14	1/14
Child Care:	0/14	0/14

Supply/Demand Assessment

Difficulty Finding Applicants

Degree of Difficulty	Experienced	Inexperienced
Not Difficult	7%	21%
A Little Difficult	36%	36%
Somewhat Difficult	43%	43%
Very Difficult	14%	0%

Education/Training Experience

Education

Most firms report most of their recent new hires have a high school diploma or equivalent; few firms report some of their hires have less than high school. Few firms report their recent new hires have some college but no degree; few report bachelors degrees.

Work Experience and Training

Employers Reported	Experience Required (avg. months)	Training Substitutes for Experience (avg. months)
Always	7%	0%
Usually	21%	14%
Sometimes	64%	86%
Never	7%	0%

Required Skills

Ability to follow oral instructions
Ability to read and follow instructions
Ability to interact well with others
Ability to work independently
Ability to stand continuously or 2 or more hours
Oral communication skills
Ability to write legibly
Willingness to work with close supervision
Ability to work under pressure
Basic math skills

TRAFFIC, SHIPPING, & RECEIVING CLERKS

Employment Trends/Size

Most employers expect employment levels to remain stable over the next three years, with few expecting levels to grow. Few employers expected levels to decline.

EDD Occupational Projection Estimate Growth Rate, 1994 – 2001:

This occupation is projected to grow at a slower than average rate.

Number of Employees in 1994 = 350

Number of Projected Employees in 2001 = 370

Local Training Opportunities

No specific training is offered locally for this occupation.

Recruitment Methods

	# of Firms
Employee Referrals:	12/14
Newspaper Ads:	8/14
Private Employment Agencies:	3/14
Hire Unsolicited Applicants:	3/14
In-house Promotional or Transfer:	8/14
Public School or Program Referrals:	4/14
Private School Referrals:	0/14
Employment Development Department:	4/14
Union Hall Referrals:	0/14
Other:	0/14

Where the Jobs Are

Wholesale Trade, Other Private
Department Stores
Machinery, Equipment, and Supplies
Groceries and Related Products
Motor Vehicles, Parts, & Supplies
Lumber & Other Building Materials
Furniture & Homefurnishings Stores

Occupational Mobility

Many firms report they do offer promotional opportunities, with most firms reporting they do not offer promotional opportunities.

DOT Code(s) and Title(s)

209.367-042	Reconsignment Clerk
214.587-014	Traffic Clerk
219.367-022	Paper-Control Clerk
219.367-030	Shipping-Order Clerk

Additional Information

California Occupational Guide # n/a
Occupational Outlook Handbook page # 276

VEHICLE SALESPERSON - RETAIL

OES Code: 490111

9 Employers Responding, 47 Jobs Represented, 41 Male, 6 Female

Description of Occupation

Retail Vehicle Salespersons sell new and used automobiles, trailers, mobile homes, motor homes, boats, motorcycles and other vehicles to the public. They explain the features and demonstrate the operation of the vehicle in the showroom or on the road, and suggest optional equipment. They may compute the sales price, including tax, trade-in allowance, license fee, and discount, and requirements for financing payment of the vehicle on credit. Please do not include workers who primarily sell vehicle parts and accessories.

Wages/Benefits

	Range	Median
New hires, no experience:	\$5.53 – 20.71	\$5.88
New hires, experienced:	\$5.75 – 20.71	\$6.90
3+ yrs experience with firm:	\$5.75 – 20.71	\$7.50
Tips / Commissions: All employers pay commission based on sales and other factors.		

Hours

All employment is full-time, averaging 46 hours per week.

Benefits Offered

	Full-time	Part-time
Medical Insurance:	9/9	0/9
Dental Insurance:	7/9	0/9
Vision Insurance:	3/9	0/9
Life Insurance:	2/9	0/9
Paid Sick Leave:	3/9	0/9
Paid Vacation:	8/9	0/9
Retirement Plan:	4/9	0/9
Child Care:	0/9	0/9

Supply and Demand Assessment

Difficulty Finding Applicants

Degree of Difficulty	Experienced	Inexperienced
Not Difficult	11%	11%
A Little Difficult	33%	33%
Somewhat Difficult	44%	44%
Very Difficult	11%	11%

Education/Training Experience

Education

Some firms report most of their recent new hires have a high school diploma or equivalent; most firms report most of their recent new hires have completed some college, but have no degree.

Work Experience and Training

Employers Reported	Experience Required (avg. months)	Training Substitutes for Experience (avg. months)
Always	11%	22%
Usually	33%	22%
Sometimes	44%	44%
Never	11%	11%

Required Skills

Ability to follow oral instructions
Customer service skills
Public contact skills
Ability to work under pressure
Oral communication skills
Ability to make change
Ability to work independently

VEHICLE SALESPERSON - RETAIL

Employment Trends/Size

Many employers expect employment levels to remain stable over the next three years, with some expecting levels to grow. Few expect employment levels to decline.

EDD Occupational Projection Estimate

Growth Rate, 1994 – 2001:

This occupation is projected to grow at a slower than average rate.

Number of Employees in 1994 = 100

Number of Projected Employees in 2001 = 110

Recruitment Methods

	# of Firms
Employee Referrals:	8/9
Newspaper Ads:	6/9
Private Employment Agencies:	0/9
Hire Unsolicited Applicants:	4/9
In-house Promotional or Transfer:	2/9
Public School or Program Referrals:	0/9
Private School Referrals:	0/9
Employment Development Department:	1/9
Union Hall Referrals:	0/9
Other:	1/9

Occupational Mobility

Almost all firms report they do offer promotional opportunities, with few firms reporting they do not offer promotional opportunities.

Local Training Opportunities

Currently, no specific training is offered for this occupation.

Where the Jobs Are

Car Dealerships

DOT Code(s) and Title(s)

273.357-034 Vehicle Salesperson

Additional Information

California Occupational Guide # n / a
Occupational Outlook Handbook page # n /a

Adjustment Clerks

OES Code: 531230

9 Employers Responding, 50 Jobs Represented, 11 Male, 39 Female

Description of Occupation

Adjustment Clerks investigate and resolve customer complaints concerning merchandise, service, billing, or credit rating. They examine pertinent information to determine the accuracy of customer complaints and responsibility for errors, and notify customer and appropriate personnel of findings, adjustments, and recommendations, such as exchange of merchandise, refund of money, credit to customer's account, or the adjustment of the customer's bill.

Wages/Benefits

	Range	Median
New hires, no experience:	\$5.15 – 11.90	\$6.50
New hires, experienced:	\$5.10 – 13.70	\$7.00
3+ yrs experience with firm:	\$5.90 – 17.80	\$9.65

Hours

Almost all employment is full-time, averaging 40 hours per week; some jobs are part-time, averaging 22 hours per week; few jobs are temporary/on-call, averaging 40 hours per week.

Benefits Offered

	Full-time	Part-time
Medical Insurance:	9/9	1/9
Dental Insurance:	8/9	0/9
Vision Insurance:	6/9	0/9
Life Insurance:	7/9	0/9
Paid Sick Leave:	7/9	1/9
Paid Vacation:	9/9	1/9
Retirement Plan:	7/9	0/9
Child Care:	1/9	1/9

Supply/Demand Assessment

Difficulty Finding Applicants

Degree of Difficulty	Experienced	Inexperienced
Not Difficult	33%	22%
A Little Difficult	44%	56%
Somewhat Difficult	11%	0%
Very Difficult	11%	22%

Education/Training Experience

Education

Some firms report most of their recent new hires have a high school diploma or equivalent; almost all firms report most of their recent new hires have completed some college, but have no degree; few report bachelors degrees.

Work Experience and Training

Employers Reported	Experience Required (avg. months)	Training Substitutes for Experience (avg. months)
Always	11%	11%
Usually	44%	11%
Sometimes	33%	78%
Never	11%	0%

Required Skills

Customer service skills
Ability to read and follow directions
Ability to write legibly
Ability to write effectively
Oral communication skills
Basic math skills
Alphabetical and numerical filing skills
Willingness to work with close supervision
Problem solving skills
Ability to work independently

Adjustment Clerks

Employment Trends/Size

Almost all employers expect employment levels to remain stable over the next three years, with some expecting levels to grow. No employers expected employment levels to decline.

EDD Occupational Projection Estimate Growth Rate, 1994 – 2001:

This job is projected to grow at a much faster than average rate.

Number of Employees in 1994 = 80

Projected Number of Employees in 2001 = 100

Recruitment Methods

	# of Firms
Employee Referrals:	6/9
Newspaper Ads:	6/9
Private Employment Agencies:	3/9
Hire Unsolicited Applicants:	3/9
In-house Promotional or Transfer:	8/9
Public School or Program Referrals:	1/9
Private School Referrals:	0/9
Employment Development Department:	3/9
Union Hall Referrals:	0/9
Other:	0/9

Occupational Mobility

Almost all firms report they do offer promotional opportunities, with few firms reporting they do not offer promotional opportunities.

Local Training Opportunities

Currently, no specific training is offered for this occupation.

College of the Redwoods, Eureka Adult School, and the Humboldt Regional Occupational Program offer Clerical Training.

Where the Jobs Are

Wholesale Trades
Department Stores
Banks
Retailers
Insurance
Communications
Air Carriers

DOT Code(s) and Title(s)

191.167.022	Service Representative
241.367.014	Complaint Clerk
241.387.010	Claims Clerk

Additional Information

California Occupational Guide # n/a
Occupational Outlook Handbook page #253

Automotive Body and Related Repairers

OES Code: 853050

10 Employers Responding, 49 Jobs Represented, 47 Male, 2 Female

Description of Occupation

Automotive Body and related Repairers repaint and refinish automotive vehicle bodies, straighten vehicle frames, and replace damaged vehicle glass.

Wages/Benefits

	Range	Median
New hires, no experience:	\$5.15 – 9.00	\$ 8.00
New hires, experienced:	\$6.00 – 17.35	\$11.22
3+ yrs experience with firm:	\$8.00 – 22.00	\$17.80

(Union firms pay at top end of wage range.)

Hours

Almost all employment is full-time, averaging 40 hours per week; few jobs are part-time, averaging 28 hours per week.

Benefits Offered

	Full-time
Medical Insurance:	6/10
Dental Insurance:	5/10
Vision Insurance:	3/10
Life Insurance:	4/10
Paid Sick Leave:	2/10
Paid Vacation:	6/10
Retirement Plan:	4/10
Child Care:	0/10

Supply/Demand Assessment

Difficulty Finding Applicants

Degree of Difficulty	Experienced	Inexperienced
Not Difficult	0%	30%
A Little Difficult	20%	30%
Somewhat Difficult	10%	20%
Very Difficult	70%	20%

Education/Training Experience

Education

Almost all firms report most of their recent new hires have completed high school or equivalent; few report some college, but no degree.

Work Experience and Training

Employers Reported	Experience Required (avg. months)	Training Substitutes for Experience (avg. months)
Always	40%	10%
Usually	40%	0%
Sometimes	20%	70%
Never	0%	20%

Required Skills

Ability to operate power hand tools
Skill in working with fiberglass
Masking skills
Ability to apply various painting techniques and skills
Welding skills
Manual dexterity
Ability to use hands, arms, and fingers
Ability to tolerate dust and paint fumes
Ability to perform strenuous, physically demanding work
Ability to stand continuously for 2 or more hours

Automotive Body and Related Repairers

Employment Trends/Size

Most employers expect employment levels to remain stable over the next three years, with many expecting levels to grow. No employers expected employment levels to decline.

EDD Occupational Projection Estimate Growth Rate, 1994 – 2001:

A slow decline is projected for this occupation.

Number of Employees in 1994 = 50

Projected Number of Employees in 2001 = 50

Local Training Opportunities

Currently, no training programs exist in Humboldt County for this occupation.

Recruitment Methods

	# of Firms
Employee Referrals:	7/10
Newspaper Ads:	3/10
Private Employment Agencies:	0/10
Hire Unsolicited Applicants:	1/10
In-house Promotional or Transfer:	1/10
Public School or Program Referrals:	1/10
Private School Referrals:	2/10
Employment Development Department:	3/10
Union Hall Referrals:	2/10
Other:	3/10

Where the Jobs Are

Automotive Repair Shops	59%
Motor Vehicle Dealerships	30%
Miscellaneous	10%

Occupational Mobility

Some firms report they offer promotional opportunities, with almost all firms reporting they do not offer promotional opportunities.

DOT Code(s) and Title(s)

807.381.010 Auto Body Repairer

Additional Information

Unions: Some of the employers reporting operate a union shop. Most of the employers reporting do not operate a union shop.

California Occupational Guide # 68
Occupational Outlook Handbook page # 337

Cooks – Institution or Cafeteria

OES Code: 650280

6 Employers Responding, 47 Jobs Represented, 4 Male, 43 Female

Description of Occupation

Cooks, Institution or Cafeteria, prepare and cook family-style meals for institutions, such as schools, hospitals, or cafeterias. They usually prepare meals in large quantities rather than to individual order. They may cook for employees in office buildings or other large facilities.

Wages/Benefits

	Range	Median
New hires, no experience:	\$6.00 – 8.25	\$7.33
New hires, experienced:	\$6.00 – 10.00	\$7.33
3+ yrs experience with firm:	\$8.00 – 12.00	\$9.38

(Union firms pay at top end of wage range.)

Hours

Most employment is full-time, averaging 39 hours per week; many jobs are part-time, averaging 23 hours per week; few jobs are temporary/on-call averaging 4 hours per week.

Benefits Offered

	Full-time	Part-time
Medical Insurance:	3/6	1/6
Dental Insurance:	3/6	1/6
Vision Insurance:	3/6	1/6
Life Insurance:	0/6	0/6
Paid Sick Leave:	4/6	4/6
Paid Vacation:	5/6	4/6
Retirement Plan:	3/6	2/6
Child Care:	0/6	0/6

Supply/Demand Assessment

Difficulty Finding Applicants

Degree of Difficulty	Experienced	Inexperienced
Not Difficult	33%	50%
A Little Difficult	33%	17%
Somewhat Difficult	33%	17 %
Very Difficult	0%	17%

Education/Training Experience

Education

Almost all firms report most of their recent new hires have high school diploma or equivalent.

Work Experience and Training

Employers Reported	Experience Required (avg. months)	Training Substitutes for Experience (avg. months)
Always	11%	11%
Usually	44%	11%
Sometimes	33%	78%
Never	11%	0%

Required Skills

Food preparation skills
Institutional cooking skills
Menu planning skills
Food buying skills
Food baking skills
Ability to stand continuously for 2 or more hours
Ability to work independently
Ability to work under pressure
Ability to read and follow directions
Ability to make decisions

Cooks – Institution or Cafeteria

Employment Trends/Size

Most employers expect employment levels to remain stable over the next three years, with some expecting levels to grow. No employers expected employment levels to decline.

EDD Occupational Projection Estimate Growth Rate, 1994 – 2001:

A slow decline is projected for this occupation.

Number of Employees in 1994 = 150

Projected Number of Employees in 2001 = 160

Recruitment Methods

	# of Firms
Employee Referrals:	3/6
Newspaper Ads:	6/6
Private Employment Agencies:	0/6
Hire Unsolicited Applicants:	0/6
In-house Promotional or Transfer:	3/6
Public School or Program Referrals:	0/6
Private School Referrals:	0/6
Employment Development Department:	1/6
Union Hall Referrals:	0/6
Other:	0/6

Occupational Mobility

Most firms report they do offer promotional opportunities, with some firms reporting they do not offer promotional opportunities.

Local Training Opportunities

No local training opportunities are currently offered for this occupation.

Where the Jobs Are

Schools
Nursing Facilities
Cafeterias
Hospitals
Residential Care Homes
Child Care Facilities

DOT Code(s) and Title(s)

313.381.030	Cook, School Cafeteria
315.361.018	Cook, Hospital
315.371.010	Cook, Mess

Additional Information

California Occupational Guide # n/a
Occupational Outlook Handbook page # 304

Counter and Rental Clerks

OES Code: 490170

13 Employers Responding, 156 Jobs Represented, 42 Male, 114 Female

Description of Occupation

Counter and Rental Clerks receive articles and/or orders for services, such as rentals, repairs, dry-cleaning, and storage. They may compute cost and accept payment.

Supply/Demand Assessment

Difficulty Finding Applicants

Degree of Difficulty	Experienced	Inexperienced
Not Difficult	8%	8%
A Little Difficult	46%	38%
Somewhat Difficult	23%	46%
Very Difficult	23%	8%

Wages/Benefits

	Range	Median
New hires, no experience:	\$5.00 – 6.00	\$5.15
New hires, experienced:	\$5.00 – 7.00	\$5.25
3+ yrs experience with firm:	\$5.50 – 10.00	\$6.50

Hours

Few jobs are full-time, averaging 39 hours per week; most jobs are part-time, averaging 21 hours per week; many jobs are temporary/on-call averaging 20 hours per week.

Benefits Offered

	Full-time	Part-time
Medical Insurance:	6/13	2/13
Dental Insurance:	4/13	1/13
Vision Insurance:	3/13	1/13
Life Insurance:	2/13	1/13
Paid Sick Leave:	4/13	3/13
Paid Vacation:	5/13	3/13
Retirement Plan:	4/13	1/13
Child Care:	1/13	1/13

Education/Training Experience

Education

Most firms report most of their recent new hires have high school diploma or equivalent; some firms report most of their recent hires have some college, but no degree.

Work Experience and Training

Employers Reported	Experience Required (avg. months)	Training Substitutes for Experience (avg. months)
Always	0%	8%
Usually	46%	23%
Sometimes	15%	54%
Never	38%	15%

Required Skills

Customer service skills
Ability to assist customers with rental selection
Ability to compute and collect rental deposits and fees
Ability to compute and quote rates
Ability to demonstrate knowledge of specific products
Ability to prepare rental agreement
Ability to operate cash register
Cash handling skills
Ability to work independently
Oral communication skills

Counter and Rental Clerks

Employment Trends/Size

Almost all employers expect employment levels to remain stable over the next three years, with few expecting levels to grow. Some employers expected employment levels to decline.

EDD Occupational Projection Estimate Growth Rate, 1994 – 2001:

This occupation is projected to have a much faster than average growth rate.

Number of Employees in 1994 = 190

Number of Projected Employees in 2001 = 220

Recruitment Methods

	# of Firms
Employee Referrals:	8/13
Newspaper Ads:	6/13
Private Employment Agencies:	0/13
Hire Unsolicited Applicants:	4/13
In-house Promotional or Transfer:	2/13
Public School or Program Referrals:	3/13
Private School Referrals:	0/13
Employment Development Department:	3/13
Union Hall Referrals:	0/13
Other:	5/13

Occupational Mobility

Many firms report they do offer promotional opportunities, with many firms reporting they do not offer promotional opportunities.

Local Training Opportunities

No specific training programs are offered for this occupation locally.

College of the redwoods, Eureka Adult School, and Humboldt Regional Occupational Program (HROP) offer clerical and computer training.

Where the Jobs Are

Video Rentals
Auto Rentals
Amusement Services
Equipment Rentals
Department Stores

DOT Code(s) and Title(s)

249.362.010	Counter Clerk
249.366.010	Rental Clerk
369.677.010	Service Attendant

Additional Information

California Occupational Guide # 511
Occupational Outlook Handbook page # 236

Electricians

OES Code: 872020

8 Employers Responding, 47 Jobs Represented, 47 Male, 0 Female

Description of Occupation

Electricians install, maintain, and repair wiring, electrical equipment, and fixtures. They insure that work is in accordance with relevant codes. They may read blueprints.

Wages/Benefits

	Range	Median
New hires, no experience:	\$10.00 – 15.34	\$17.37
New hires, experienced:	\$12.00 – 27.00	\$15.50
3+ yrs experience with firm:	\$14.00 – 27.00	\$19.88

(Union firms pay at mid-range of wage scale.)

Hours

Almost all employment is full-time, averaging 41 hours per week; few jobs reported are part-time, averaging 25 hours per week.

Benefits Offered

	Full-time
Medical Insurance:	6/8
Dental Insurance:	4/8
Vision Insurance:	3/8
Life Insurance:	2/8
Paid Sick Leave:	0/8
Paid Vacation:	2/8
Retirement Plan:	4/8
Child Care:	0/8

Supply/Demand Assessment

Difficulty Finding Applicants

Degree of Difficulty	Experienced	Inexperienced
Not Difficult	0%	29%
A Little Difficult	38%	43%
Somewhat Difficult	0%	14%
Very Difficult	63%	14%

Education/Training Experience

Education

Some firms report most of their recent new hires have a high school diploma or equivalent; most firms report most of their recent hires have some college, but no degree.

Work Experience and Training

Employers Reported	Experience Required (avg. months)	Training Substitutes for Experience (avg. months)
Always	63%	0%
Usually	38%	0%
Sometimes	0%	88%
Never	0%	13%

Required Skills

Ability to install electrical equipment
Ability to read blueprints
Cost estimating skills
Understanding of electrical technology
Certified Apprenticeship Program completion
Ability to implement safe work practices
Ability to use hands, arms, and fingers
Possession of good color perception
Good vision
Possession of mechanical aptitude

Electricians

Employment Trends/Size

Most employers expect employment levels to remain stable over the next three years, with some expecting levels to grow.

EDD Occupational Projection Estimate Growth Rate, 1994 – 2001:

This occupation is projected to grow at a much faster than average rate.

Number of Employees in 1994 = 160

Number of Projected Employees in 2001 = 180

Recruitment Methods

	# of Firms
Employee Referrals:	5/8
Newspaper Ads:	3/8
Private Employment Agencies:	0/8
Hire Unsolicited Applicants:	0/8
In-house Promotional or Transfer:	1/8
Public School or Program Referrals:	0/8
Private School Referrals:	0/8
Employment Development Department:	4/8
Union Hall Referrals:	2/8
Other:	0/8

Occupational Mobility

Some firms report they do offer promotional opportunities, with most firms reporting they do not offer promotional opportunities.

Local Training Opportunities

Redwood Empire Electricians JATC
1700 Corby Avenue, Suite F
Santa Rosa, CA 95407
(707) 523-3837

Where the Jobs Are

Electrical Contractors
Plumbing, Heating and Air Conditioning
Education, Public and Private
Federal Government
Hospitals
Lumber and Sawmills
Building Contractors

DOT Code(s) and Title(s)

806.381.062	Electrical Installer
824.261.010	Electrician
824.261.014	Electrician Apprentice
829.261.018	Maintenance Electrician

Additional Information

California Occupational Guide # 121
Occupational Outlook Handbook page # 375

Food Preparation Workers

OES Code: 650380

10 Employers Responding, 239 Jobs Represented, 111 Male, 128 Female

Description of Occupation

Food preparation workers perform a variety of food preparation duties, such as preparing cold foods and maintaining and cleaning kitchen work areas, equipment, and utensils. They perform simple tasks such as preparing shellfish or slicing meat. They may brew coffee, tea, or hot chocolate or prepare sandwiches. They work in such places as a restaurant kitchen or delicatessen.

Wages/Benefits

	Range	Median
New hires, no experience:	\$5.00 – 6.11	\$5.15
New hires, experienced:	\$5.00 – 6.11	\$5.38
3+ yrs experience with firm:	\$6.00 – 9.00	\$6.63

Hours

Many employment is full-time, averaging 36 hours per week; most jobs are part-time, averaging 20 hours per week; few jobs are temporary on-call or seasonal, averaging 14 hours per week.

Benefits Offered

	Full-time
Medical Insurance:	5/10
Dental Insurance:	5/10
Vision Insurance:	3/10
Life Insurance:	4/10
Paid Sick Leave:	3/10
Paid Vacation:	4/10
Retirement Plan:	3/10
Child Care:	0/10

Supply/Demand Assessment

Difficulty Finding Applicants

Degree of Difficulty	Experienced	Inexperienced
Not Difficult	10%	30%
A Little Difficult	20%	30%
Somewhat Difficult	60%	40%
Very Difficult	10%	0%

Education/Training Experience

Education

Most firms report most of their recent new hires have high school diploma or equivalent; many firms report most of their recent hires have some college, but no degree.

Work Experience and Training

Employers Reported	Experience Required (avg. months)	Training Substitutes for Experience (avg. months)
Always	10%	10%
Usually	30%	30%
Sometimes	60 %	60%
Never	0%	0%

Required Skills

Knowledge of sanitary work environment
Knowledge of food characteristics
Ability to handle multiple food orders in a timely fashion
Good eye-hand coordination
Ability to work rapidly
High standards of personal cleanliness
Ability to work independently
Ability to work under pressure
Ability to follow oral instructions
Ability to stand continuously for 2 or more hours

Key Terms: All: 100%; Almost All: 75 – 99%; Most: 51 – 74%; Many: 35 – 50%; Some: 10 – 34%; Few: <10%

Occupational Outlook 1998

Food Preparation Workers

Employment Trends/Size

Many employers expect employment levels to remain stable over the next three years, with many expecting levels to grow. No employers expect employment levels to decline.

EDD Occupational Projection Estimate Growth Rate, 1994 – 2001:

This occupation is projected to have a faster than average growth rate.

Number of Employees in 1994 = 510

Number of Projected Employees in 2001 = 570

Recruitment Methods

	# of Firms
Employee Referrals:	8/10
Newspaper Ads:	6/10
Private Employment Agencies:	1/10
Hire Unsolicited Applicants:	7/10
In-house Promotional or Transfer:	4/10
Public School or Program Referrals:	4/10
Private School Referrals:	1/10
Employment Development Department:	2/10
Union Hall Referrals:	0/10
Other:	1/10

Occupational Mobility

Almost all firms report they do offer promotional opportunities, with few firms reporting they do not offer promotional opportunities.

Local Training Opportunities

No specific training programs are offered locally for this occupation.

Where the Jobs Are

Eating and Drinking Places
Education, Public and Private
Grocery Stores
Nursing Facilities
Hotels and other Lodging
Hospitals
Residential Care Facilities
Amusement and Recreation

DOT Code(s) and Title(s)

316.684-014	Deli Slicer
317.384-010	Salad Maker
317.687.010	Cook Helper
318.687.010	Kitchen Helper
317.684-010	Coffee Maker

Additional Information

California Occupational Guide # 366
Occupational Outlook Handbook page # 306

Industrial Truck and Tractor Operators

OES Code: 979470

7 Employers Responding, 50 Jobs Represented, 42 Male, 8 Female

Description of Occupation

Industrial Truck and Tractor Operators operate gasoline- or electric-powered industrial trucks or tractors equipped with forklift, elevated platform, or trailer hitch to move materials within an establishment, warehouse, storage yard, factory, or at a construction site. Please do not include Logging Tractor Operators.

Wages/Benefits

	Range	Median
New hires, no experience:	\$5.80 – 13.50	\$10.00
New hires, experienced:	\$5.80 – 13.50	\$11.00
3+ yrs experience with firm:	\$8.90 – 14.00	\$12.50

Hours

All employment is full-time, averaging 40 hours per week.

Benefits Offered

	Full-time
Medical Insurance:	7/7
Dental Insurance:	7/7
Vision Insurance:	3/7
Life Insurance:	6/7
Paid Sick Leave:	2/7
Paid Vacation:	7/7
Retirement Plan:	5/7
Child Care:	0/7

Supply/Demand Assessment

Difficulty Finding Applicants

Degree of Difficulty	Experienced	Inexperienced
Not Difficult	14%	50%
A Little Difficult	57%	33%
Somewhat Difficult	14%	17%
Very Difficult	14%	0%

Education/Training Experience

Education

Most firms report most of their recent new hires have high school diploma or equivalent; some firms report their recent hires have some college, but no degree.

Work Experience and Training

Employers Reported	Experience Required (avg. months)	Training Substitutes for Experience (avg. months)
Always	29%	0%
Usually	14%	0%
Sometimes	43%	100%
Never	14%	0%

Required Skills

Possession of a valid drivers license
Ability to implement safe work practices
Automotive maintenance and minor repair skills
Ability to load and unload freight by hand
Good hearing
Ability to perform strenuous, physically demanding work
Ability to work outdoors in all weather conditions
Ability to tolerate noise and dust
Possession of mechanical aptitude
Ability to work independently

Industrial Truck and Tractor Operators

Employment Trends/Size

Most employers expect employment levels to remain stable over the next three years, with few expecting levels to grow. Few employers expect employment levels to decline.

EDD Occupational Projection Estimate Growth Rate, 1994 – 2001:

This occupation is projected to grow at a much faster than average rate.

Number of Employees in 1994 = 340

Number of Projected Employees in 2001 = 390

Recruitment Methods

	# of Firms
Employee Referrals:	1/7
Newspaper Ads:	4/7
Private Employment Agencies:	0/7
Hire Unsolicited Applicants:	1/7
In-house Promotional or Transfer:	5/7
Public School or Program Referrals:	0/7
Private School Referrals:	0/7
Employment Development Department:	3/7
Union Hall Referrals:	1/7
Other:	1/7

Occupational Mobility

All firms report they do offer promotional opportunities.

Local Training Opportunities

No specific training programs are currently offered locally for this occupation.

Where the Jobs Are

Wholesale Trades
Local/Long Distance Trucking
Public Warehousing and Storage
Groceries and Related Products
Personnel Supply Services
Motor Vehicles and Equipment
Lumber and Saw Mills

DOT Code(s) and Title(s)

921.683-042	Front End Loader Operator
921.683-050	Industrial Truck Operator
921.683-070	Straddle Truck Operator
929.683.14	Tractor Operator

Additional Information

California Occupational Guide # n/a
Occupational Outlook Handbook page # 438

Loan Officers and Counselors

OES Code: 211080

15 Employers Responding, 42 Jobs Represented, 13 Male, 29 Female

Description of Occupation

Loan Officers and Counselors evaluate, authorize, or recommend approval of commercial or real estate loans and credit loans or advise borrowers on financial status and methods of payments. Please include such occupations as Mortgage Loan Officers or Agents, Collection Analysts, and Loan Servicing Officers.

Wages/Benefits

	Range	Median
New hires, no experience:	\$ 8.00 – 14.38	\$10.71
New hires, experienced:	\$10.07 – 14.38	\$12.66
3+ yrs experience with firm:	\$11.32 – 16.78	\$16.78

Hours

Almost all employment is full-time, averaging 40 hours per week; no jobs reported are part-time.

Benefits Offered

	Full-time
Medical Insurance:	14/15
Dental Insurance:	14/15
Vision Insurance:	13/15
Life Insurance:	13/15
Paid Sick Leave:	14/15
Paid Vacation:	14/15
Retirement Plan:	14/15
Child Care:	6/15

Supply/Demand Assessment

Difficulty Finding Applicants

Degree of Difficulty	Experienced	Inexperienced
Not Difficult	0%	21%
A Little Difficult	40%	64%
Somewhat Difficult	13%	0%
Very Difficult	47%	14%

Education/Training Experience

Education

Many firms report most of their recent new hires have an Associate Degree, some firms report new hires have a Bachelors Degree, some firms report college but no degree, and few report high school diploma or equivalent.

Work Experience and Training

Employers Reported	Experience Required (avg. months)	Training Substitutes for Experience (avg. months)
Always	73%	0%
Usually	20%	7%
Sometimes	7%	60%
Never	0%	33%

Required Skills

Understanding regulations affecting financial institutions
Ability to interview others for information
Understanding of conventional loans
Ability to maintain financial records
Business math skills
Ability to follow specialized bookkeeping procedures
Ability to use database software
Ability to handle credit and collections
Negotiation skills
Ability to assess and analyze market conditions

Loan Officers and Counselors

Employment Trends/Size

Most employers expect employment levels to remain stable over the next three years, with some expecting levels to grow. Some employers expect employment levels to decline.

EDD Occupational Projection Estimate Growth Rate, 1994 – 2001:

A slow decline is projected for this occupation.

Number of Employees in 1994 = 90

Number of Projected Employees in 2001 = 90

Local Training Opportunities

No specific local training is currently available for this occupation.

Recruitment Methods

	# of Firms
Employee Referrals:	2/15
Newspaper Ads:	14/15
Private Employment Agencies:	0/15
Hire Unsolicited Applicants:	1/15
In-house Promotional or Transfer:	5/15
Public School or Program Referrals:	0/15
Private School Referrals:	0/15
Employment Development Department:	1/15
Union Hall Referrals:	0/15
Other:	0/15

Where the Jobs Are

Banks and Lending Institutions
Credit Unions
Federal and State Government

Occupational Mobility

Almost all firms report they do offer promotional opportunities, with few firms reporting they do not offer promotional opportunities.

DOT Code(s) and Title(s)

186.267-018	Loan Officer
186.267-014	Loan Counselor

Additional Information

California Occupational Guide # n/a
Occupational Outlook Handbook page # 53

Lodging Managers

OES Code: 150262

5 Employers Responding, 30 Jobs Represented, 9 Male, 21 Female

Description of Occupation

Lodging Managers plan, organize, direct, control, or coordinate activities of an organization or department that provides lodging such as hotels, motels, or tourist courts.

Wages/Benefits

	Range	Median
New hires, no experience:	\$5.15 – 8.00	\$5.75
New hires, experienced:	\$5.25 – 9.00	\$5.75
3+ yrs experience with firm:	\$6.00 – 10.00	\$7.00

Hours

Most employment is full-time, averaging 42 hours per week; some jobs reported are part-time, averaging 25 hours per week; few jobs reported are seasonal, averaging 20 hours per week.

Benefits Offered

	Full-time
Medical Insurance:	2/5
Dental Insurance:	2/5
Vision Insurance:	1/5
Life Insurance:	1/5
Paid Sick Leave:	2/5
Paid Vacation:	2/5
Retirement Plan:	1/5
Child Care:	0/5

Supply/Demand Assessment

Difficulty Finding Applicants

Degree of Difficulty	Experienced	Inexperienced
Not Difficult	0%	0%
A Little Difficult	20%	40%
Somewhat Difficult	40%	60%
Very Difficult	40%	0%

Education/Training Experience

Education

Many firms report most of their recent new hires have a high school diploma or equivalent; many firms report most of their recent new hires have some college, but no degree; and some firms report their recent new hires have a Bachelors Degree.

Work Experience and Training

Employers Reported	Experience Required (avg. months)	Training Substitutes for Experience (avg. months)
Always	20%	0%
Usually	20%	40%
Sometimes	60%	60%
Never	0%	0%

Required Skills

Ability to manage and activity or department
Ability to plan and organize the work of others
Record keeping skills
Ability to hire and assign personnel
Problem solving skills
Public contact skills
Customer service skills
Ability to work independently
Ability to work under pressure
Oral communication skills

Lodging Managers

Employment Trends/Size

All employers expect employment levels to remain stable over the next three years.

EDD Occupational Projection Estimate Growth Rate, 1994 – 2001:

This occupation is projected to grow at a much faster than average rate.

Number of Employees in 1994 = 50

Number of Projected Employees in 2001 = 60

Local Training Opportunities

No specific training programs are currently offered locally for this position.

Recruitment Methods

	# of Firms
Employee Referrals:	4/5
Newspaper Ads:	3/5
Private Employment Agencies:	0/5
Hire Unsolicited Applicants:	1/5
In-house Promotional or Transfer:	2/5
Public School or Program Referrals:	2/5
Private School Referrals:	0/5
Employment Development Department:	2/5
Union Hall Referrals:	0/5
Other:	0/5

Where the Jobs Are

Hotels and Motels
Eating and Drinking Places
Education, Public and Private
Nursing and Personal Care
Hospitals
Amusement and Recreation
Apartment Buildings

Occupational Mobility

Some firms report they do offer promotional opportunities, with almost all firms reporting they do not offer promotional opportunities.

DOT Code(s) and Title(s)

187.117-038	Manager, Hotel or Motel
320.137-010	Manager, Boarding House
187.167-066	Manager, Camp
187.167-078	Manager, Convention

Additional Information

California Occupational Guide # 114
Occupational Outlook Handbook page # 46

Maintenance Repairers – General Utility

OES Code: 851320

9 Employers Responding, 49 Jobs Represented, 46 Male, 3 Female

Description of Occupation

Maintenance Repairers perform work involving two or more maintenance skills to keep machines, mechanical equipment, and/or structures of an establishment in repair. This occupation is generally in a small establishment where specialization in maintenance work is impractical. Their duties may involve pipefitting, boilermaking, insulating, welding, machining, machine and equipment repairing, carpentry, and electrical work, as well as planning and laying out of work relating to repairs; repairing electrical and/or mechanical equipment, installing, aligning and balancing new equipment; and repairing buildings, floors, or stairs.

Wages/Benefits

	Range	Median
New hires, no experience:	\$5.00 – 10.80	\$ 6.00
New hires, experienced:	\$6.00 – 11.80	\$ 7.43
3+ yrs experience with firm:	\$8.00 – 18.00	\$10.00

(Union employers pay at the top end of the wage range.)

Hours

Almost all employment is full-time, averaging 40 hours per week; few jobs are part-time, averaging 18 hours per week; with few jobs being temporary on-call, averaging 23 hours per week.

Benefits Offered

	Full-time
Medical Insurance:	7/9
Dental Insurance:	6/9
Vision Insurance:	5/9
Life Insurance:	5/9
Paid Sick Leave:	4/9
Paid Vacation:	6/9
Retirement Plan:	3/9
Child Care:	1/9

Supply/Demand Assessment

Difficulty Finding Applicants

Degree of Difficulty	Experienced	Inexperienced
Not Difficult	11%	44%
A Little Difficult	33%	0%
Somewhat Difficult	33%	56%
Very Difficult	22%	0%

Education/Training Experience

Education

Most firms report most of their recent new hires have a high school diploma or equivalent; some firms report some of their hires have some college, but no degree.

Work Experience and Training

Employers Reported	Experience Required (avg. months)	Training Substitutes for Experience (avg. months)
Always	0%	22%
Usually	44%	67%
Sometimes	22%	11%
Never	33%	0%

Required Skills

Ability to operate precision measuring instruments
Ability to use operating manuals
Ability to operate power hand tools
Painting skills
Electrical repair skills
Carpentry skills
Plumbing repair skills
Ability to use service manuals
Problem solving skills
Possession of mechanical aptitude

Maintenance Repairers – General Utility

Employment Trends/Size

Some employers expect employment levels to remain stable over the next three years, with most expecting levels to grow.

EDD Occupational Projection Estimate Growth Rate, 1994 – 2001:

This occupation is projected to grow at a faster than average rate.

Number of Employees in 1994 = 500

Number of Projected Employees in 2001 = 590

Local Training Opportunities

No specific training is offered locally for this occupation.

Recruitment Methods

	# of Firms
Employee Referrals:	3/9
Newspaper Ads:	5/9
Private Employment Agencies:	1/9
Hire Unsolicited Applicants:	2/9
In-house Promotional or Transfer:	5/9
Public School or Program Referrals:	1/9
Private School Referrals:	1/9
Employment Development Department:	2/9
Union Hall Referrals:	0/9
Other:	1/9

Where the Jobs Are

Education, Public and Private
Local Government
Hotels and Motels
Real Estate Managers
Hospitals
Amusement and Recreation
Eating and Drinking Places
Nursing and Personal Care Facilities

Occupational Mobility

Most firms report they do offer promotional opportunities, with some firms reporting they do not offer promotional opportunities.

DOT Code(s) and Title(s)

899.261-014 Maintenance Repairer, Industrial
899.381-010 Maintenance Repairer, Building

Additional Information

California Occupational Guide # 136
Occupational Outlook Handbook page # 351

Medical Transcriptionist

OES Code: 202582996

10 Employers Responding, 54 Jobs Represented, 3 Male, 51 Female

Description of Occupation

Transcribes medical reports and related documents from tape recordings or written materials. Uses transcription machine, computer, and/or typewriter. Requires knowledge of medical terminology and common computer programs.

Supply/Demand Assessment

Difficulty Finding Applicants

Degree of Difficulty	Experienced	Inexperienced
Not Difficult	0%	0%
A Little Difficult	50%	50%
Somewhat Difficult	30%	25%
Very Difficult	20%	25%

Wages/Benefits

	Range	Median
New hires, no experience:	\$5.92 – 11.00	\$ 7.00
New hires, experienced:	\$7.00 – 13.00	\$ 8.07
3+ yrs experience with firm:	\$8.50 – 15.00	\$10.94

Hours

Most employment is full-time, averaging 40 hours per week; some jobs reported are part-time, averaging 27 hours per week; and few jobs are temporary on-call, averaging 13 hours per week.

Benefits Offered

	Full-time
Medical Insurance:	8/10
Dental Insurance:	4/10
Vision Insurance:	2/10
Life Insurance:	4/10
Paid Sick Leave:	9/10
Paid Vacation:	9/10
Retirement Plan:	7/10
Child Care:	1/10

Education/Training Experience

Education

Some firms report some of their recent new hires have a high school diploma or equivalent; many firms report most of their recent new hires have some college, but no degree, and few employers report their recent new hires have an associate degree or bachelors degree.

Work Experience and Training

Employers Reported	Experience Required (avg. months)	Training Substitutes for Experience (avg. months)
Always	90%	10%
Usually	10%	10%
Sometimes	0%	50%
Never	0%	30%

Required Skills

Knowledge of medical terminology
Excellent typing skills
Good computer skills
Ability to perform routine, repetitive work
English grammar and spelling skills
Ability to work independently
Ability to sit continuously for 2 or more hours
Organizational and time management skills
Attention to detail
Ability to work under pressure

Medical Transcriptionist

Employment Trends/Size

Almost all employers expect employment levels to remain stable over the next three years, with few expecting levels to grow.

EDD Occupational Projection Estimate Growth Rate, 1994 – 2001:

No projections are available for this occupation.

Local Training Opportunities

College of the Redwoods
7351 Tompkins Hill Road
Eureka, CA 95501
707-445-6700

Recruitment Methods

	# of Firms
Employee Referrals:	5/10
Newspaper Ads:	9/10
Private Employment Agencies:	0/10
Hire Unsolicited Applicants:	4/10
In-house Promotional or Transfer:	5/10
Public School or Program Referrals:	1/10
Private School Referrals:	0/10
Employment Development Department:	1/10
Union Hall Referrals:	0/10
Other:	0/10

Where the Jobs Are

State and Local Government
Federal Government
Offices of Physicians and Surgeons
Education, Public and Private
Hospitals and Care Facilities

Occupational Mobility

Many firms report they do offer promotional opportunities, with many firms reporting they do not offer promotional opportunities.

DOT Code(s) and Title(s)

203.582-058 Transcribing Machine Operator

Additional Information

California Occupational Guide # 499
Occupational Outlook Handbook page 287

Packaging and Filling Machine Operators and Tenders

OES Code: 929740

6 Employers Responding, 34 Jobs Represented, 20 Male, 14 Female

Description of Occupation

Packaging and Filling Machine Operators and Tenders operate or tend machines, such as filling machines, casing running machines, ham rolling machines, preservative filling machines, baling machines, and stuffing machines, to prepare industrial or consumer products, such as gas cylinders, meat and other food products, tobacco, insulation, ammunition, stuffed toys and athletic equipment, and upholstered pads, as end products for storage and shipment.

Wages/Benefits

	Range	Median
New hires, no experience:	\$5.25 – 8.00	\$5.43
New hires, experienced:	\$5.35 – 8.00	\$6.13
3+ yrs experience with firm:	\$6.45 – 11.50	\$7.75
(Union employers pay at top end range)		

Hours

Most employment is full-time, averaging 38 hours per week; some jobs are part-time, averaging 17 hours per week, and some jobs are temporary on-call/seasonal employment, averaging 22 hours per week.

Benefits Offered

	Full-time
Medical Insurance:	4/6
Dental Insurance:	4/6
Vision Insurance:	2/6
Life Insurance:	4/6
Paid Sick Leave:	1/6
Paid Vacation:	4/6
Retirement Plan:	3/6
Child Care:	0/6

Supply/Demand Assessment

Difficulty Finding Applicants

Degree of Difficulty	Experienced	Inexperienced
Not Difficult	33%	67%
A Little Difficult	33%	17%
Somewhat Difficult	0%	17%
Very Difficult	33%	1%

Education/Training Experience

Education

Many firms report most of their recent new hires have a high school diploma or equivalent, with many firms reporting some college, but no degree.

Work Experience and Training

Employers Reported	Experience Required (avg. months)	Training Substitutes for Experience (avg. months)
Always	0%	50%
Usually	17%	0%
Sometimes	17%	50%
Never	67%	0%

Required Skills

Knowledge of specific production processes
Manual dexterity
Ability to use hands, arms, and fingers
Good eye-hand coordination
Good vision
Ability to stand continuously for 2 or more hours
Possession of mechanical aptitude
Ability to perform routine, repetitive work
Willingness to work with close supervision

Packaging and Filling Machine Operators and Tenders

Employment Trends/Size

Many employers expect employment levels to remain stable over the next three years, with some expecting levels to grow. Some employers expect employment levels to decline.

EDD Occupational Projection Estimate Growth Rate, 1994 – 2001:

This occupation is projected to grow at a much faster than average rate.

Number of Employees in 1994 = 80

Number of Projected Employees in 2001 = 90

Local Training Opportunities

No specific training programs are currently offered locally for this occupation.

Recruitment Methods

	# of Firms
Employee Referrals:	2/6
Newspaper Ads:	0/6
Private Employment Agencies:	0/6
Hire Unsolicited Applicants:	1/6
In-house Promotional or Transfer:	2/6
Public School or Program Referrals:	0/6
Private School Referrals:	0/6
Employment Development Department:	1/6
Union Hall Referrals:	1/6
Other:	0/6

Where the Jobs Are

Wholesale Trades
Meat Packing
Beverages
Drugs
Preserved Fruits and Vegetables
Misc. Foods
Bakery Products
Dairy Products

Occupational Mobility

Most firms report they do offer promotional opportunities, with some firms reporting they do not offer promotional opportunities.

DOT Code(s) and Title(s)

699.686-038	Filling Machine Operator
914.485-010	Barrel Filler
920.685-010	Baling Machine Tender
920.685-026	Bottle Packer

Additional Information

California Occupational Guide # n/a
Occupational Outlook Handbook page # 463

Painters, Paperhangers – Construction and Maintenance

OES Code: 874020

5 Employers Responding, 19 Jobs Represented, 15 Male, 4 Female

Description of Occupation

Painters paint walls, equipment, bridges, and other structural surfaces using brushes, rollers, and spray guns. They may mix colors or oils to obtain desired color or consistency. Paperhangers cover interior walls and ceilings of rooms with decorative wallpaper or fabric.

Supply/Demand Assessment

Difficulty Finding Applicants

Degree of Difficulty	Experienced	Inexperienced
Not Difficult	0%	75%
A Little Difficult	60%	0%
Somewhat Difficult	40%	25%
Very Difficult	0%	0%

Wages/Benefits

	Range	Median
New hires, no experience:	\$5.00 – 12.00	\$ 7.25
New hires, experienced:	\$6.50 – 16.00	\$ 9.00
3+ yrs experience with firm:	\$8.00 – 18.00	\$12.00

Hours

Almost all employment is full-time, averaging 40 hours per week; few jobs reported are temporary on-call, averaging 40 hours per week

Benefits Offered

	Full-time
Medical Insurance:	4/5
Dental Insurance:	0/5
Vision Insurance:	0/5
Life Insurance:	1/5
Paid Sick Leave:	0/5
Paid Vacation:	4/5
Retirement Plan:	0/5
Child Care:	0/5

Education/Training Experience

Education

All firms report most of their recent new hires have a high school diploma or equivalent.

Work Experience and Training

Employers Reported	Experience Required (avg. months)	Training Substitutes for Experience (avg. months)
Always	60%	0%
Usually	40%	0%
Sometimes	0%	100%
Never	0%	0%

Required Skills

Ability to use and read a tape measure
Knowledge of paints and related chemicals
Cost estimating skills
Brush painting skills
Roller painting skills
Spray painting skills
Surface preparation skills
Ability to tolerate dust and paint fumes
Ability to work from ladders and scaffolds

Painters, Paperhangers – Construction and Maintenance

Employment Trends/Size

Most employers expect employment levels to remain stable over the next three years, with some expecting levels to grow. Some employers expect employment levels to decline.

EDD Occupational Projection Estimate Growth Rate, 1994 – 2001:

A slow decline is projected for this occupation.

Number of Employees in 1994 = 90

Number of Projected Employees in 2001 = 90

Local Training Opportunities

Humboldt & Del Norte Painters and Allied Trades
840 E Street, Eureka, CA 95501
707-443-7328

Recruitment Methods

	# of Firms
Employee Referrals:	2/5
Newspaper Ads:	2/5
Private Employment Agencies:	0/5
Hire Unsolicited Applicants:	5/5
In-house Promotional or Transfer:	1/5
Public School or Program Referrals:	2/5
Private School Referrals:	0/5
Employment Development Department:	0/5
Union Hall Referrals:	0/5
Other:	1/5

Where the Jobs Are

Painting and Paperhanging
Residential Construction
Government
Non-Residential Construction
Hospitals
Education, Public and Private

Occupational Mobility

Most firms report they do offer promotional opportunities, with many firms reporting they do not offer promotional opportunities.

DOT Code(s) and Title(s)

840.381-010	Painter
841.381-010	Paperhanger
869.664-014	Construction Worker I

Additional Information

California Occupational Guide # 148
Occupational Outlook Handbook page # 380

Receptionist and Information Clerks

OES Code: 553050

13 Employers Responding, 164 Jobs Represented, 59 Male, 105 Female

Description of Occupation

Receptionist and Information Clerks answer inquiries for the general public (customers, visitors, and other interested parties) concerning activities conducted at an establishment, such as the location of offices or persons within the firm, departments within the store, or services within the hotel. They may perform a variety of other clerical duties. Please do not include Receptionists who primarily operate switchboards.

Wages/Benefits

	Range	Median
New hires, no experience:	\$ 5.00 – 12.08	\$6.50
New hires, experienced:	\$ 5.00 – 14.00	\$7.04
3+ yrs experience with firm:	\$ 7.50 – 17.50	\$9.00

Hours

Most employment is full-time, averaging 40 hours per week; few jobs are part-time, averaging 28 hours per week; few jobs are temporary on-call, averaging 11 hours per week.

Benefits Offered

	Full-time
Medical Insurance:	12/13
Dental Insurance:	7/13
Vision Insurance:	4/13
Life Insurance:	7/13
Paid Sick Leave:	12/13
Paid Vacation:	13/13
Retirement Plan:	11/13
Child Care:	2/13

Supply/Demand Assessment

Difficulty Finding Applicants

Degree of Difficulty	Experienced	Inexperienced
Not Difficult	8%	31%
A Little Difficult	38%	46%
Somewhat Difficult	38%	23%
Very Difficult	15%	0%

Education/Training Experience

Education

Many firms report most of their recent new hires have a high school diploma or equivalent; some firms report some of their new hires have some college, but no degree; some employers reported an associate degree.

Work Experience and Training

Employers Reported	Experience Required (avg. months)	Training Substitutes for Experience (avg. months)
Always	15%	15%
Usually	31%	23%
Sometimes	38%	62%
Never	15%	0%

Required Skills

Telephone answering skills
Ability to write effectively
Problem solving skills
Computer literacy
Knowledge of the employers organization
Public contact skills
Ability to work independently
Customer service skills
Ability to interact well with others
Oral communication skills

Receptionist and Information Clerks

Employment Trends/Size

Many employers expect employment levels to remain stable over the next three years, with most expecting levels to grow. Few employers expect employment levels to decline.

EDD Occupational Projection Estimate Growth Rate, 1994 – 2001:

A slow decline is projected for this occupation.

Number of Employees in 1994 = 410

Number of Projected Employees in 2001 = 430

Local Training Opportunities

Eureka Adult School

674 Allard Avenue

Eureka, CA 95501

707-441-2448

Humboldt Regional Occupation Program

901 Myrtle Avenue

Eureka, CA 95501

707-445-7122

Recruitment Methods

	# of Firms
Employee Referrals:	6/13
Newspaper Ads:	7/13
Private Employment Agencies:	2/13
Hire Unsolicited Applicants:	3/13
In-house Promotional or Transfer:	8/13
Public School or Program Referrals:	2/13
Private School Referrals:	1/13
Employment Development Department:	1/13
Union Hall Referrals:	0/13
Other:	2/13

Where the Jobs Are

Medical Offices

Dental Offices

Education, Public and Private

Personnel Supply Services

Hospitals

Legal Services

Real Estate Agents

Insurance Agents

Banks

Government

Occupational Mobility

Most firms report they do offer promotional opportunities, with some firms reporting they do not offer promotional opportunities.

DOT Code(s) and Title(s)

237.367-038

Receptionist

237.367-010

Appointment Clerk

237.367-018

Information Clerk

238.367-034

Scheduler

Additional Information

California Occupational Guide # 21

Occupational Outlook Handbook page # 267

Sewing Machine Operators, Garment

OES Code: 929170

4 Employers Responding, 27 Jobs Represented, 2 Male, 25 Female

Description of Occupation

Sewing Machine Operators (garment) operate or tend sewing machines to perform garment sewing operations, such as joining, reinforcing, or decorating garments or garment parts. Please include sewing machine operators and tenders who perform specialized or automatic sewing machine functions, such as buttonhole making or tacking.

Wages/Benefits

	Range	Median
New hires, no experience:	\$5.15 – 5.20	\$5.15
New hires, experienced:	\$5.50 – 6.50	\$6.00
3+ yrs experience with firm:	\$6.50 – 9.00	\$7.50

Hours

Many employment is full-time, averaging 40 hours per week; some jobs are part-time, averaging 20 hours per week.

Benefits Offered

	Full-time
Medical Insurance:	2/4
Dental Insurance:	0/4
Vision Insurance:	0/4
Life Insurance:	0/4
Paid Sick Leave:	1/4
Paid Vacation:	1/4
Retirement Plan:	1/4
Child Care:	0/4

Supply/Demand Assessment

Difficulty Finding Applicants

Degree of Difficulty	Experienced	Inexperienced
Not Difficult	0%	0%
A Little Difficult	0%	25%
Somewhat Difficult	25%	50%
Very Difficult	75%	25%

Education/Training Experience

Education

Most firms report most of their recent new hires have a high school diploma or equivalent, some firms report some of their new hires have some college, but no degree.

Work Experience and Training

Employers Reported	Experience Required (avg. months)	Training Substitutes for Experience (avg. months)
Always	25%	25%
Usually	50%	50%
Sometimes	25%	0%
Never	0%	25%

Required Skills

Ability to operate precision measuring instruments
Ability to operate industrial sewing machines
Ability to operate single-needle sewing machines
Ability to operate double-needle sewing machines
Ability to operate overlock sewing machines
Ability to operate blind stitch sewing machines
Good eye-hand coordination
Ability to sit continuously for 2 or more hours
Ability to perform routine, repetitive work
Ability to read and follow directions

Sewing Machine Operators - Garment

Employment Trends/Size

Many employers expect employment levels to remain stable over the next three years, with many expecting levels to grow. Few employers expect employment levels to decline.

EDD Occupational Projection Estimate Growth Rate, 1994 – 2001:

This occupation is projected to grow at a much faster than average rate.

Number of Employees in 1994 = 170

Number of Projected Employees in 2001 = 200

Local Training Opportunities

No specific training program is offered locally for this occupation.

Recruitment Methods

	# of Firms
Employee Referrals:	2/4
Newspaper Ads:	3/4
Private Employment Agencies:	0/4
Hire Unsolicited Applicants:	0/4
In-house Promotional or Transfer:	1/4
Public School or Program Referrals:	0/4
Private School Referrals:	0/4
Employment Development Department:	0/4
Union Hall Referrals:	0/4
Other:	0/4

Where the Jobs Are

Apparel
Knitting Mills
Fabricated Textile products

Occupational Mobility

Many firms report they do offer promotional opportunities, with many firms reporting they do not offer promotional opportunities.

DOT Code(s) and Title(s)

Over 100 related titles are described in the *Dictionary of Occupational Titles*. Please see your vocational Counselor or Librarian for assistance.

Additional Information

California Occupational Guide # 146
Occupational Outlook Handbook page # 421

Teachers – Elementary School

OES Code: 313050

14 Employers Responding, 329 Jobs Represented, 80 Male, 249 Female

Description of Occupation

Elementary School Teachers teach elementary (kindergarten through eighth grade) pupils in public or private school basic academic, social, and other formative skills. Please do not include special education teachers who only teach handicapped pupils.

Wages/Benefits

	Range	Median
New hires, no experience:	\$ 8.92 – 16.33	\$11.99
New hires, experienced:	\$10.54 – 19.87	\$13.02
3+ yrs experience with firm:	\$11.99 – 23.34	\$14.42

Hours

Almost all employment is full-time, averaging 36 hours per week; some jobs are part-time, averaging 19 hours per week, and some jobs are temporary on-call, averaging 11 hours per week

Benefits Offered

	Full-time
Medical Insurance:	14/14
Dental Insurance:	13/14
Vision Insurance:	11/14
Life Insurance:	3/14
Paid Sick Leave:	12/14
Paid Vacation:	3/14
Retirement Plan:	10/14
Child Care:	0/14

Supply/Demand Assessment

Difficulty Finding Applicants

Degree of Difficulty	Experienced	Inexperienced
Not Difficult	71%	71%
A Little Difficult	21%	14%
Somewhat Difficult	7%	14%
Very Difficult	0%	0%

Education/Training Experience

Education

Many firms report most of their recent new hires have a bachelors degree, most firms report many of their new hires have graduate study.

Work Experience and Training

Employers Reported	Experience Required (avg. months)	Training Substitutes for Experience (avg. months)
Always	7%	7%
Usually	29%	14%
Sometimes	36%	64%
Never	29%	14%

Required Skills

Possession of a state teacher's certificate
Supervisory skills
Classroom management skills
Record keeping skills
Ability to write effectively
Problem solving skills
Understanding of a variety of cultures
Ability to work independently
 Ability to work under pressure
 Ability to exercise patience

Teachers – Elementary School

Employment Trends/Size

Many employers expect employment levels to remain stable over the next three years, with some expecting levels to grow. Some employers expect employment levels to decline.

EDD Occupational Projection Estimate Growth Rate, 1994 – 2001:

A slow decline is projected for this occupation.

Number of Employees in 1994 = 920

Number of Projected Employees in 2001 = 970

Local Training Opportunities

Humboldt State University
Arcata, CA 95521
707-826-3011

Recruitment Methods

	# of Firms
Employee Referrals:	3/14
Newspaper Ads:	14/14
Private Employment Agencies:	0/14
Hire Unsolicited Applicants:	1/14
In-house Promotional or Transfer:	8/14
Public School or Program Referrals:	5/14
Private School Referrals:	1/14
Employment Development Department:	1/14
Union Hall Referrals:	0/14
Other:	2/14

Where the Jobs Are

Education, Public and Private
Child Day Care
Religious Organizations

Occupational Mobility

Some firms report they do offer promotional opportunities, with most firms reporting they do not offer promotional opportunities.

DOT Code(s) and Title(s)

092.227-010 Teacher, Elementary School

Additional Information

California Occupational Guide # 10
Occupational Outlook Handbook page # 153

Tellers

OES Code: 531020

15 Employers Responding, 156 Jobs Represented, 39 Male, 117 Female

Description of Occupation

Tellers receive and pay out money, and keep records of money and negotiable instruments involved in various financial institutions' transactions.

Supply/Demand Assessment

Difficulty Finding Applicants

Degree of Difficulty	Experienced	Inexperienced
Not Difficult	0%	7%
A Little Difficult	47%	80%
Somewhat Difficult	33%	7%
Very Difficult	20%	7%

Wages/Benefits

	Range	Median
New hires, no experience:	\$6.33 – 8.44	\$7.00
New hires, experienced:	\$6.90 – 8.73	\$8.00
3+ yrs experience with firm:	\$7.94 – 11.73	\$9.21

(Union firms pay at low end of wage scale)

Hours

Some employment is full-time, averaging 40 hours per week; most jobs are part-time, averaging 27 hours per week, and some jobs are temporary on-call, averaging 14 hours per week

Benefits Offered

	Full-time
Medical Insurance:	11/15
Dental Insurance:	11/15
Vision Insurance:	10/15
Life Insurance:	11/15
Paid Sick Leave:	11/15
Paid Vacation:	11/15
Retirement Plan:	11/15
Child Care:	1/15

Education/Training Experience

Education

Some firms report most of their recent new hires have a high school diploma or equivalent, most firms report most of their new hires have some college, but no degree.

Work Experience and Training

Employers Reported	Experience Required (avg. months)	Training Substitutes for Experience (avg. months)
Always	0%	0%
Usually	13%	40%
Sometimes	80%	60%
Never	7%	0%

Required Skills

Cash handling skills
Ability to follow check cashing procedures
Ability to operate 10-key adding machine by touch
Computer literacy
Ability to read financial statements
Ability to pay attention to detail
Customer service skills
Ability to interact well with others
Basic math skills
Ability to write legibly

Employment Trends/Size

Most employers expect employment levels to remain stable over the next three years, with many expecting levels to grow. Few employers expect employment levels to decline.

EDD Occupational Projection Estimate Growth Rate, 1994 – 2001:

A slow decline is projected for this occupation.

Number of Employees in 1994 = 190

Number of Projected Employees in 2001 = 160

Local Training Opportunities

No specific training programs are offered locally for this occupation.

Recruitment Methods

	# of Firms
Employee Referrals:	11/15
Newspaper Ads:	12/15
Private Employment Agencies:	3/15
Hire Unsolicited Applicants:	6/15
In-house Promotional or Transfer:	8/15
Public School or Program Referrals:	2/15
Private School Referrals:	2/15
Employment Development Department:	1/15
Union Hall Referrals:	0/15
Other:	0/15

Where the Jobs Are

Commercial/Credit and Savings Banks
Government
Gambling Houses and Casinos

Occupational Mobility

Almost all firms report they do offer promotional opportunities, with few firms reporting they do not offer promotional opportunities.

DOT Code(s) and Title(s)

211.362-018	Teller
216.362-018	Exchange Clerk

Additional Information

California Occupational Guide # 109
Occupational Outlook Handbook page # 257

Woodworking Machine Operators and Tenders Except Sawing

OES Code: 923140

8 Employers Responding, 41 Jobs Represented, 40 Male, 1 Female

Description of Occupation

Woodworking Machine Operators and Tenders, except Sawing, operate or tend woodworking machines, such as drill presses, lathes, shapers, routers, sanders, planers, and wood nailing machines, to perform woodworking operations. Please do not include sawers.

Supply/Demand Assessment

Difficulty Finding Applicants

Degree of Difficulty	Experienced	Inexperienced
Not Difficult	13%	25%
A Little Difficult	25%	38%
Somewhat Difficult	25%	38%
Very Difficult	38%	0%

Wages/Benefits

	Range	Median
New hires, no experience:	\$5.50 – 14.35	\$ 7.00
New hires, experienced:	\$5.50 – 14.35	\$ 8.50
3+ yrs experience with firm:	\$7.00 – 14.38	\$13.00

Education/Training Experience

Education

Most firms report most of their recent new hires have a high school diploma or equivalent; many firms report most of their new hires have some college, but no degree.

Hours

Almost all employment is full-time, averaging 40 hours per week; few jobs are part-time, averaging 23 hours per week.

Work Experience and Training

Employers Reported	Experience Required (avg. months)	Training Substitutes for Experience (avg. months)
Always	25%	0%
Usually	25%	0%
Sometimes	38%	63%
Never	13%	38%

Benefits Offered

	Full-time
Medical Insurance:	4/7
Dental Insurance:	1/7
Vision Insurance:	1/7
Life Insurance:	1/7
Paid Sick Leave:	2/7
Paid Vacation:	4/7
Retirement Plan:	2/7
Child Care:	0/7

Required Skills

Cash handling skills
 Ability to follow check cashing procedures
 Ability to operate 10-key adding machine by touch
 Computer literacy
 Ability to read financial statements
 Ability to pay attention to detail
 Customer service skills
 Basic math skills
 Ability to write legibly

Woodworking Machine Operators and Tenders Except Sawing

Employment Trends/Size

Many employers expect employment levels to remain stable over the next three years, with many expecting levels to grow. Some employers expect employment levels to decline.

EDD Occupational Projection Estimate Growth Rate, 1994 – 2001:

This occupation is projected to grow at a faster than average rate.

Number of Employees in 1994 = 200

Number of Projected Employees in 2001 = 220

Local Training Opportunities

No specific training programs are offered for this occupation.

Recruitment Methods

	# of Firms
Employee Referrals:	3/7
Newspaper Ads:	4/7
Private Employment Agencies:	1/7
Hire Unsolicited Applicants:	0/7
In-house Promotional or Transfer:	1/7
Public School or Program Referrals:	0/7
Private School Referrals:	0/7
Employment Development Department:	3/7
Union Hall Referrals:	0/7
Other:	1/7

Where the Jobs Are

Millwork/Plywood
Household Furniture
Wooden Containers
Sawmills and Planing Mills
Wooden Buildings and Mobile Homes
Federal Government
Fixtures and Partitions

Occupational Mobility

Many firms report they do offer promotional opportunities, with most firms reporting they do not offer promotional opportunities.

DOT Code(s) and Title(s)

663.585-014	Veneer Clipper
664.382-014	Lathe Operator
761.682-014	Sander, Machine
664.684-010	Bowl Turner

Additional Information

California Occupational Guide # n/a
Occupational Outlook Handbook page # 427

Cooks - Restaurant

OES Code: 650260

15 Employers Responding, 274 Jobs Represented

Description of Occupation

Restaurant Cooks prepare, season, and cook soups, meats, vegetables, desserts, and other foodstuffs in restaurants. They may order supplies, keep records and accounts, price items on a menu, or plan the menu.

Wages/Benefits

	Range	Median
New hires, no experience:	\$4.25 - 6.00	\$5.00
New hires, experienced:	\$4.25 - 10.00	\$6.00
3+ yrs experience with firm:	\$6.00 - 12.00	\$8.50

Hours

Most employment is part time, averaging 27 hours per week; some jobs are full time, averaging 35.5 hours per week.

Benefits Offered

	Full Time
Medical Insurance:	3/15
Dental Insurance:	3/15
Vision Insurance:	0/15
Life Insurance:	1/15
Paid Sick Leave:	2/15
Paid Vacation:	7/15
Retirement Plan:	1/15
Child Care:	0/15

Education/Training/Experience

Education

Almost all firms report most of their recent new hires have completed high school or the equivalent.

Work Experience and Training

Employers Reported	Experience Required (Ave. 9.5 months)	Training Substitutes for Experience (Ave. 10.7 months)
Always	7%	13%
Usually	53%	20%
Sometimes	33%	67%
Never	7%	0%

Required Skills

Attention to detail
Oral communication
Follow written instructions
Work independently
Work with others
Meet deadlines
Stand continuously
Lift 25 pounds
Use hands and arms continuously
Maintain a neat appearance
Perform precise work

Supply/Demand Assessment

Difficulty Finding Applicants

Degree of Difficulty	Fully Experienced	Inexperienced
Not Difficult	7%	13%
A Little Difficult	13%	20%
Somewhat Difficult	13%	27%
Very Difficult	67%	40%

Employment Trends/Size

Most employers expect employment levels to grow over the next three years, with many expecting levels to remain stable. No employers expected employment to decline.

EDD Occupational Projection Estimate

Growth Rate, 1994-2001: 16.4% (faster than average)

Cooks - Restaurant

Recruitment Methods

	# of Firms
Employee Referrals:	12/15
Newspaper Ads:	12/15
Private Employment Agencies:	0/15
Hire Unsolicited Applicants:	9/15
In-house Promotion or Transfer:	10/15
Public School or Program Referral:	2/15
Private School Referrals:	0/15
Employment Development Department:	3/15
Union Hall Referrals:	0/15

Where The Jobs Are

1. Eating Places
2. Hotels & Motels

Occupational Mobility

Most employers surveyed offer promotional opportunities, often to supervisory or lead positions.

Local Training Opportunities

Humboldt Regional Occupational Program

While there is no formal training available locally, there is some entry level food preparation training included in HROP's Restaurant Occupations Class.

Some local employers may hire on an on-the-job-training basis.

DOT Code(s) and Title(s)

313.361-014	Cook
315.361-022	Cook, Station
313.361-018	Cook Apprentice
313.361-030	Cook, Specialty
313.281-010	Chef De Froid

Additional Information

Unions: None of the responding employers operates a union shop.

Occupational Outlook Handbook: p. 304
CA Occupational Guide #93
GOE: 05.05.17
CIP: 12.0503

Data Processing Equipment Repairers

OES Code: 857050

8 Employers Responding, 17 Jobs Represented

Description of Occupation

Data Processing Equipment Repairers repair, maintain, and install electronic computers (mainframes, minis, and micros), peripheral equipment, and word processing systems. Please do not include Non-Data Processing Equipment Repairers.

Education/Training/Experience

Education

Most firms report most of their recent new hires have completed some college, but no degree; some firms report completion of high school or equivalent; some report bachelor degrees.

Wages/Benefits

	Range	Median
New hires, no experience:	\$5.00 - 10.00	\$7.00
New hires, experienced:	\$6.25 - 16.00	\$10.00
3+ yrs experience with firm:	\$10.00 - 18.00	\$13.00

Hours

Most employment is full time, averaging 41 hours per week; some jobs are part time, averaging 29 hours per week.

Benefits Offered

	Full Time
Medical Insurance:	5/8
Dental Insurance:	4/8
Vision Insurance:	2/8
Life Insurance:	3/8
Paid Sick Leave:	5/8
Paid Vacation:	6/8
Retirement Plan:	2/8
Child Care:	0/8

Work Experience and Training

Employers Reported	Experience Required	Training Substitutes for experience
Always	50%	0%
Usually	38%	0%
Sometimes	13%	100%
Never	0%	0%

Required Skills

Knowledge of mainframe, micro- and mini-computer hardware and operating systems
Ability to operate electronics testing equipment
Use of diagnostic programs
Problem solving skills
Ability to write effectively
Record keeping skills
Possession of a valid driver's license
Work independently
Work with others
Oral communication skills

Supply/Demand Assessment

Difficulty finding Applicants

Degree of Difficulty	Experienced	Inexperienced
Not Difficult	13%	17%
A Little Difficult	25%	17%
Somewhat Difficult	38%	50%
Very Difficult	25%	17%

Employment Trends/Size

Most employers expect employment levels to remain stable over the next three years, with many expecting levels to grow. No employers expected employment to decline.

EDD Occupational Projection Estimate

Growth Rate, 1994-2001: 20% (faster than average)

Key Terms: All: 100%; Almost All: 75 – 99%; Most: 51 – 74%; Many: 35 – 50%; Some: 10 – 34%; Few: <10%

Occupational Outlook 1998

Data Processing Equipment Repairers

Recruitment Methods

	# of Firms
Employee Referrals:	4/8
Newspaper Ads:	4/8
Private Employment Agencies:	1/8
Hire Unsolicited Applicants:	4/8
In-house Promotion or Transfer:	3/8
Public School or Program Referral:	0/8
Private School Referrals:	0/8
Employment Development Department:	1/8
Union Hall Referrals:	0/8

Where The Jobs Are

1. Department Stores
2. Radio, TV & Electronic Stores
3. Computer & Software Stores
4. Computer Related Services

Occupational Mobility

Of the 8 firms responding to the survey, most do not offer promotional opportunities. Some offer promotional opportunities to managerial positions.

DOT Code(s) and Title(s)

633.261-010	Assembly Technician
828.261-014	Field Engineer
828.261-022	Electronic Mechanic

Local Training Opportunities

College of the Redwoods

The training offered in this field is included in the Electronics Technology Course at College of the Redwoods.

Apprenticeship

Informal apprenticeship and some on -the-job-training (OJT) opportunities may be offered by certain local employers.

Additional Information

Unions: None of the responding employers operates a union shop.

Occupational Outlook Handbook: see *Computer and Office Machine Repairers*, p. 346
CA Occupational Guide # 152
GOE: 05.05.10
CIP: 15.0402

Dental Assistants

OES Code: 660020

6 Employers Responding, 46 Jobs Represented

Description of Occupation

Dental Assistants assist the dentist at the chair by preparing patients and equipment, keeping records, and performing related duties as required.

Wages/Benefits

	Range	Median
New hires, no experience:	\$5.00 - 10.00	\$8.00
New hires, experienced:	\$7.43 - 12.00	\$10.00
3+ yrs experience with firm:	\$9.25 - 16.00	\$12.00

Hours

Most employment is full time, averaging 38 hours per week; some jobs are part time, averaging 23 hours per week.

Benefits Offered

	Full Time
Medical Insurance:	11/16
Dental Insurance:	7/16
Vision Insurance:	0/16
Life Insurance:	2/16
Paid Sick Leave:	14/16
Paid Vacation:	16/16
Retirement Plan:	8/16
Child Care:	1/16

Supply/Demand Assessment

Difficulty Finding Applicants

Degree of Difficulty	Experienced	Inexperienced
Not Difficult	13%	0%
A Little Difficult	44%	8%
Somewhat Difficult	44%	42%
Very Difficult	0%	50%

Education/Training/Experience

Education

Most firms report most of their recent new hires have completed some college, but no degree; some firms report completion of high school or equivalent; some report associate degrees.

Work Experience and Training

Employers Reported	Experience Required (Ave 9 months)	Training Substitutes for Experience (Ave 11.2 months)
Always	44%	6%
Usually	44%	13%
Sometimes	13%	75%
Never	0%	6%

Required Skills

Oral communications
Read and follow instructions
Follow oral instruction
Work independently
Work with others
Computer terminal knowledge
Record keeping skills
Telephone skills
Maintain a neat appearance
Knowledge of insurance forms
Knowledge of billing procedures

Employment Trends/Size

Almost all employers expect employment levels to remain stable over next three years, with some expecting levels to grow. No employers expected employment to decline.

EDD Occupational Projection Estimate
Growth Rate, 1992-1999: no significant change

Dental Assistants

Recruitment Methods

	# of Firms
Employee Referrals:	12/16
Newspaper Ads:	10/16
Private Employment Agencies:	0/16
Hire Unsolicited Applicants:	2/16
In-house Promotion or Transfer:	3/16
Public School or Program Referral:	8/16
Private School Referrals:	0/16
Employment Development Department:	0/16
Union Hall Referrals:	0/16

Where The Jobs Are

1. Offices & Clinics of Dentists

Occupational Mobility

Of the 16 firms responding to the survey, most offer promotional opportunities, while some report they do not promote.

DOT Code(s) and Title(s)

078.361-010	Dental Hygienist
079.361-018	Dental Assistant

Local Training Opportunities

College of the Redwoods

Training and Certification are available at College of the Redwoods.

Additional Information

Unions: None of the responding employers operates a union shop.

Occupational Outlook Handbook: p. 309
CA Occupational Guide # 27
GOE: 10.03.02
CIP: 51.0601

Electronics Repairers - Commercial Equip.

OES Code: 857170

10 Employers Responding, 24 Jobs Represented

Description of Occupation

Electronics Repairers, Commercial and Industrial Equipment, repair electronic equipment, such as industrial controls, telemetering, and missile control systems, radar systems, transmitters, and antennae using hand tools and testing instruments. Please do not include repairers of data processing equipment and home entertainment equipment.

Wages/Benefits

	Range	Median
New hires, no experience:	\$5.00 - 10.22	\$8.00
New hires, experienced:	\$7.98 - 15.00	\$11.00
3+ yrs experience with firm:	\$9.21 - 17.36	\$15.89

(Union medians for new employees are comparable to the high end for new, non-union employees; union employees with 3+ years are slightly higher than the non-union median.)

Hours

Almost all employment is full time, averaging 42 hours per week; some jobs are part time, averaging 18 hours per week. Few positions are temporary or on call.

Benefits Offered

	Full Time
Medical Insurance:	6/10
Dental Insurance:	2/10
Vision Insurance:	1/10
Life Insurance:	5/10
Paid Sick Leave:	5/10
Paid Vacation:	7/10
Retirement Plan:	2/10
Child Care:	0/10

Supply/Demand Assessment

Difficulty Finding Applicants

Degree of Difficulty	Experienced	Inexperienced
Not Difficult	0%	0%
A Little Difficult	10%	25%
Somewhat Difficult	40%	50%
Very Difficult	50%	25%

Education/Training/Experience

Education

Most firms report most of their recent hires have completed some college, but no degree, or an associate degree; some firms report completion of high school or equivalent, or an associate or bachelor degrees.

Work Experience and Training

Employers Reported	Experience Required (Ave 17.8 months)	Training Substitutes for Experience (Ave 17.2 months)
Always	80%	0%
Usually	20%	0%
Sometimes	0%	60%
Never	0%	40%

Required Skills

Calibration of instruments
Operation of electric and electronic equipment
Keep maintenance and repair logs
Read schematics
Good color perception
Manual dexterity
Good hand-eye coordination
Work independently
Read and follow instructions
Oral communication skills

Electronics Repairers - Commercial Equip.

Employment Trends/Size

Most employers expect employment levels to grow over next three years, with many expecting levels to remain stable. No employers expected employment to decline.

EDD Occupational Projection Estimate
Growth Rate, 1994-2001: 10% (average)

Local Training Opportunities

College of the Redwoods

Training and Certification are offered through the Electronics Technology Program at College of the Redwoods.

Recruitment Methods

	# of Firms
Employee Referrals:	3/10
Newspaper Ads:	4/10
Private Employment Agencies:	1/10
Hire Unsolicited Applicants:	4/10
In-house Promotion or Transfer:	3/10
Public School or Program Referral:	1/10
Private School Referrals:	0/10
Employment Development Department:	1/10
Union Hall Referrals:	0/10

Where The Jobs Are

1. Gas and other services combined
2. Electrical apparatus
3. Miscellaneous retail stores
4. Electrical repair shops

Occupational Mobility

Of the 10 firms responding to the survey, most do not offer promotional opportunities, while some report they do offer promotion to supervisory positions.

DOT Code(s) and Title(s)

726.381-014	Electronic Equip. Repairer
726.684-090	Reworker, PC Board
828.261-014	Field Service Engineer

Additional Information

Unions: Some (10%) of the responding employers operate a union shop.

Occupational Outlook Handbook: p. 345
CA Occupational Guide # 222
GOE: 05.05.10
CIP: 15.0402

Emergency Medical Technicians - I, II, and Paramedic (Combined)

OES Code: 325081,325082,325083

6 Employers Responding, 64 Jobs Represented

Description of Occupation

Emergency Medical Technicians - I and II are ambulance attendants or drivers who are trained and certified to provide emergency basic life support at the scene of an emergency and during ambulance transport to hospitals. Emergency Medical Technicians - II are also trained to perform a limited number of advanced life support procedures under medical control. Emergency Medical Technicians - Paramedic also use a broad range of sophisticated life-saving equipment and techniques, including specified drugs. Please do not include Firefighters who are trained as Emergency Medical Technicians - I, II, or Paramedic.

Supply/Demand Assessment

Difficulty Finding Applicants

Degree of Difficulty	Experienced EMT I,II/Paramedic	Inexperienced EMT I,II/Paramedic
Not Difficult	33/0%	67/0%
A Little Difficult	33/100%	33/100%
Somewhat Difficult	33/0%	0/0%
Very Difficult	0/0%	0/0%

Wages/Benefits

	Median Wages	
	EMT I,II	Paramedic
New hires, no experience:	\$4.75 - \$5.15	\$4.79 - \$7.00
New hires, experienced:	\$4.75 - \$7.00	\$5.33 - \$7.00
3+ yrs experience with firm:	\$5.25 - \$9.00	\$6.93 - \$7.65

Education/Training/Experience

Education

Most firms report most of their recent new hires for EMT - I and II have college, but no degree; Most new hires for EMT - Paramedic have either some college, but no degree, or a bachelors degree.

Work Experience and Training

Employers Reported	Experience Required (EMT and Paramedics average 12 months)	Training Substitutes for Experience (EMT average 8 months; Paramedic ave 12 months)
Occupation	EMT I,II /Paramedic	EMT I,II / Paramedic
Always	33/0%	33/0%
Usually	0/0%	33/50%
Sometimes	33/100%	33/50%
Never	33/0%	0/0%

Hours

Most positions in all categories are full time, averaging 42 hours per week for EMT - I, 54 hours per week for EMT - II, and 63 hours per week for EMT - Paramedic. Many EMT - I and II positions are part time averaging 27 and 30 hours per week, respectively. Some EMT - Paramedic jobs are part time averaging 27 hours per week. Few EMT - Paramedic jobs are temporary or on call.

Benefits Offered

Full Time

Retirement Plan:	6/6
Dental Insurance:	3/6
Vision Insurance:	0/6
Life Insurance:	6/6
Paid Sick Leave:	4/6
Paid Vacation:	6/6

Key Terms: All: 100%; Almost All: 75 – 99%; Most: 51 – 74%; Many: 35 – 50%; Some: 10 – 34%; Few: <10%

Occupational Outlook 1998

Emergency Medical Technicians - I, II, and Paramedic (Combined)

Required Skills

(Skills apply to all positions except as noted.)

Test, check and maintain emergency medical equipment
Take charge and handle major emergencies
Accurately read and report information
Ambulance or emergency vehicle driving
Good vision
Perform strenuous, physically demanding work
Assess emergency situations; set priorities quickly
Work independently
Work with others
Oral communication

EMT - I:

Recognize ventricular fibrillation and cardiac standstill
Operate automatic and semi-automatic defibrillators
Monitor and maintain IV lines
Assist with inflation of anti-shock trousers
Assist with set-up for Adv. Life Supports procedures

EMT - II:

Administer injections
Perform gastric intubations
Use a laryngoscope
Remove foreign bodies with forceps
Use snake bite kits and constricting bands

EMT - Paramedic:

Perform synchronized cardioversion
Perform needle thoracostomy
Perform pediatric intubation
Ventilation by use of esophageal airway
Endotracheal intubation

Employment Trends/Size

All employers responding to the survey expect employment levels to remain stable over the next three years for both EMT - I and Paramedic positions. All expect levels to decline for EMT - II positions.

EDD Occupational Projection Estimate

Growth Rate, 1992-1999: 14.3% (faster than average)

Recruitment Methods

	# of Firms
Employee Referrals:	3/6
Newspaper Ads:	0/6
Private Employment Agencies:	0/6
Hire Unsolicited Applicants:	5/6
In-house Promotion or Transfer:	2/6
Public School or Program Referral:	0/6
Private School Referrals:	0/6
Employment Development Department:	0/6
Union Hall Referrals:	0/6

Occupational Mobility

Almost all firms responding to the survey report they do offer promotional opportunities; few do not.

Local Training Opportunities

College of the Redwoods

EMT I Training and readiness for state certification testing are provided at College of the Redwoods.

Humboldt Regional Occupational Program

An EMT Course with EMT I a prerequisite is listed by HROP.

Where The Jobs Are

1. Local Passenger Transportation
2. General Medical & Surgical Hospital
3. Local Government

DOT Code(s) and Title(s)

079.374-010	Emergency Medical Technician
079.364-026	Paramedic

Additional Information

Unions: An equal percentage of union and non-union employers responded to the survey.

Occupational Outlook Handbook: p. 209

CA Occupational Guide # 550

GOE: 10.03.02

CIP: 51.0904

Forest and Conservation Workers

OES Code: 790020

9 Employers Responding, 190 Jobs Represented

Description of Occupation

Forest and Conservation Workers develop, maintain, and protect forest, forested areas, and woodlands through such activities as raising and transporting tree seedlings; combating insects, pests, and diseases harmful to trees; and controlling erosion and leaching of forest soil. Please include such occupations as Forester Aides, Seedling Pullers, and Tree Planters.

Wages/Benefits

	Range	Median
New hires, no experience:	\$4.75 - 15.40	\$7.30
New hires, experienced:	\$4.75 - 16.30	\$7.50
3+ yrs experience with firm:	\$4.75 - 19.18	\$10.77

Hours

Most employment is full time, averaging 42 hours per week; some jobs are seasonal, averaging 39 hours per week. Few positions are part time, averaging 19 hours per week, or temporary, averaging 32 hours per week.

Benefits Offered

Full Time

Medical Insurance:	7/9
Dental Insurance:	5/9
Vision Insurance:	4/9
Life Insurance:	6/9
Paid Sick Leave:	5/9
Paid Vacation:	7/9
Retirement Plan:	5/9
Child Care:	1/9

Supply/Demand Assessment

Difficulty Finding Applicants

Degree of difficulty	Experienced	Inexperienced
Not Difficult	33%	13%
A Little Difficult	22%	25%
Somewhat Difficult	33%	63%
Very Difficult	11%	0%

Education/Training/Experience

Education

Some firms report their recent new hires have less than high school, or have completed high school or the equivalent, or have an associate or bachelor degree.

Work Experience and Training

Employers Reported	Experience Required (Ave 11.8 months)	Training Substitutes for Experience (Ave 18 months)
Always	22%	11%
Usually	11%	33%
Sometimes	67%	44%
Never	0%	11%

Required Skills

Record keeping
Fire safety and prevention practices
Use of hand and power tools
Basic construction
Good vision and hearing
Work independently
Work with others
Oral communication
Valid driver's license
Ability to perform strenuous, demanding work

Forest and Conservation Workers

Employment Trends/Size

Most employers expect employment levels to remain stable over next three years, with some expecting levels to grow. No employers expected employment to decline.

EDD Occupational Projection Estimate
Growth Rate, 1994-2001: 1.4% (slower than average)

Local Training Opportunities

College of the Redwoods

The Forest Technology Program at the College of the Redwoods offers training and certification

Recruitment Methods

	# of Firms
Employee Referrals:	4/9
Newspaper Ads:	6/9
Private Employment Agencies:	0/9
Hire Unsolicited Applicants:	3/9
In-house Promotion or Transfer:	3/9
Public School or Program Referral:	3/9
Private School Referrals:	1/9
Employment Development Department:	5/9
Union Hall Referrals:	0/9

Where The Jobs Are

1. Sawmills and Planing Mills
2. Federal Government
3. State Government

Occupational Mobility

Of the 9 firms responding to the survey, most offer promotional opportunities, often to supervisory or lead positions, while some report they do not offer promotions.

Code(s) and Title(s)

451.687-010	Christmas Tree Farm Worker
451.687-018	Seedling Puller
451.687-022	Seedling Sorter
452.687-010	Forest Worker

Additional Information

Unions: Few (less than 10%) of the responding employers operates a union shop.

Occupational Outlook Handbook: p. 345
CA Occupational Guide # 202
GOE: 03.04.01
CIP: N/A

Gardeners Groundskeepers - Except Farm

OES Code: 790300

14 Employers Responding, 35 Jobs Represented

Description of Occupation

Gardeners and Groundskeepers maintain grounds of public or private property, using hand/power tools or equipment. They may perform any combination of tasks, such as mowing, trimming, planting, watering, fertilizing, digging, raking, and sweeping. Additional duties may include minimal care and upkeep of buildings and equipment. They may plan and execute small-scale landscaping operations. They may dig and prepare graves. Please do not include Groundskeepers who disseminate information to the public and patrol public parks to enforce rules and regulations and to detect fires.

Wages/Benefits

	Range	Median
New hires, no experience:	\$5.00 - 9.48	\$6.83
New hires, experienced:	\$5.60 - 12.49	\$8.00
3+ yrs experience with firm:	\$6.48 - 14.87	\$10.50

(Union firms pay at top end of wage range.)

Hours

Almost all employment is full time, averaging 40 hours per week; some jobs are part time, averaging 24 hours per week; some positions are temporary or on call.

Benefits Offered

	Full Time
Medical Insurance:	12/14
Dental Insurance:	10/14
Vision Insurance:	8/14
Life Insurance:	9/14
Paid Sick Leave:	9/14
Paid Vacation:	10/14
Retirement Plan:	7/14
Child Care:	0/14

Supply/Demand Assessment

Difficulty Finding Applicants

Degree of Difficulty	Experienced	Inexperienced
Not Difficult	21%	8%
A Little Difficult	43%	50%
Somewhat Difficult	7%	25%
Very Difficult	29%	17%

Education/Training/Experience

Education

Most firms report most of their recent new hires have completed high school or the equivalent; some firms report some college, but no degree.

Work Experience and Training

Employers Reported	Experience Required (Ave 14 months)	Training Substitutes for Experience (Ave 24 months)
Always	21%	7%
Usually	57%	7%
Sometimes	21%	79%
Never	0%	0%

Required Skills

Knowledge of horticulture
Lawn and garden care
Possession of valid driver's license
Work independently
Follow direction
Lift 75 pounds repeatedly
Oral communication skills
Meet deadlines

Key Terms: All: 100%; Almost All: 75 – 99%; Most: 51 – 74%; Many: 35 – 50%; Some: 10 – 34%; Few: <10%

Occupational Outlook 1998

Gardeners Groundskeepers - Except Farm

Employment Trends/Size

Most employers expect employment levels to remain stable over next three years, with some expecting levels to grow. No employers expected employment to decline.

EDD Occupational Projection Estimate
Growth Rate, 1994-2001: 9.5% (slower than average)

Recruitment Methods

	# of Firms
Employee Referrals:	6/14
Newspaper Ads:	10/14
Private Employment Agencies:	0/14
Hire Unsolicited Applicants:	2/14
In-house Promotion or Transfer:	6/14
Public School or Program Referral:	3/14
Private School Referrals:	0/14
Employment Development Department:	3/14
Union Hall Referrals:	0/14

Occupational Mobility

Almost all firms responding to the survey report they offer promotions, often to supervisory positions. Some report they do not offer promotion opportunities.

Local Training Opportunities

College of the Redwoods

The Agriculture Program at College of the Redwoods includes landscape maintenance and plant science. Certification is available.

Apprenticeship

For information contact:
Northern CA Landscape & Irrigation Fitters
Vallejo, CA

Where The Jobs Are

1. Lawn & Garden Services
2. Single Family Housing Const.
3. Cemetery Subdividers & Developers
4. Hotels & Motels
5. Trailer Parks & Campsites
6. Elementary & Secondary Schools
7. Colleges & Universities
8. Junior Colleges
9. State Government
10. Local Government

DOT Code(s) and Title(s)

406.683-010	Greenskeeper 2
406.684-010	Cemetery Worker
406.684-018	Garden Worker
408.161-010	Landscape Gardener
408.684-010	Lawn-Service Worker

Additional Information

Unions: Most (57%) of the responding employers are non-union. Many (43%) operate a union shop.

Occupational Outlook Handbook: p. 321
CA Occupational Guide # 320
GOE: 03.01.03.
CIP: 01.0601

Hairdressers, Stylists, and Cosmetologists

OES Code: 680050

9 Employers Responding, 50 Jobs Represented

Description of Occupation

Hairdressers, Hairstylists, and Cosmetologists provide beauty services for customers, such as suggesting hair styles, cutting and styling hair, treating the scalp, applying make-up, and dressing wigs. Please do not include Shampooers, Manicurists, and Beauty School Instructors.

Wages/Benefits

	Range	Median
New hires, no experience:	\$4.25 - 7.00	\$4.75
New hires, experienced:	\$4.25 - 9.00	\$5.00
3+ yrs experience with firm:	\$4.25 - 10.00	\$6.00

(Commission rates, paid in addition to wages, varied among employers from 10 % of sales to 50% of sales, relative to employee experience.)

Hours

Almost all employment is full time, averaging 38 hours per week; some jobs are part time, averaging 22 hours per week. Few positions are temporary or on call.

Benefits Offered

	Full Time
Medical Insurance:	2/9
Dental Insurance:	3/9
Vision Insurance:	2/9
Life Insurance:	2/9
Paid Sick Leave:	3/9
Paid Vacation:	6/9
Retirement Plan:	2/9
Child Care:	0/9

Supply/Demand Assessment

Difficulty Finding Applicants

Degree of Difficulty	Experienced	Inexperienced
Not Difficult	11%	11%
A Little Difficult	22%	33%
Somewhat Difficult	44%	33%
Very Difficult	22%	22%

Education/Training/Experience

Education

Most firms report most of their recent new hires have completed high school or the equivalent; some firms report some college, but no degree.

Work Experience and Training

Employers Reported	Experience Required (Ave 8.6 months)	Training Substitutes for Experience (Ave 10.4 months)
Always	11%	22%
Usually	22%	11%
Sometimes	44%	67%
Never	22%	0%

Required Skills

Manual dexterity
Good eye-hand coordination
Good vision
Work under pressure
Stand continuously for 2 or more hours
Public contact skills
Work independently
Work with others
Oral communication

Key Terms: All: 100%; Almost All: 75 – 99%; Most: 51 – 74%; Many: 35 – 50%; Some: 10 – 34%; Few: <10%

Occupational Outlook 1998

Hairdressers, Stylists, and Cosmetologists

Employment Trends/Size

Almost all employers expect employment levels to grow over next three years, with few expecting levels to remain stable. No employers expected employment to decline.

EDD Occupational Projection Estimate
Growth Rate, 1994-2001: 14.3% (faster than average)

Where The Jobs Are

1. Department Stores
2. Beauty Shops

Recruitment Methods

	# of Firms
Employee Referrals:	8/9
Newspaper Ads:	9/9
Private Employment Agencies:	0/9
Hire Unsolicited Applicants:	4/9
In-house Promotion or Transfer:	4/9
Public School or Program Referral:	2/9
Private School Referrals:	2/9
Employment Development Department:	0/9
Union Hall Referrals:	0/9

DOT Code(s) and Title(s)

332.271-010	Cosmetologist
332.271-018	Hairstylist
332.361-010	Wig Dresser
333.071-010	Make-up Artist
339.361-010	Mortuary Beautician

Occupational Mobility

Almost all firms responding to the survey report they offer promotions, often to management. Some report they do not offer promotion opportunities.

Additional Information

Unions: None of the employers reporting operates a union shop.

Occupational Outlook Handbook: p. 315
CA Occupational Guide # 58
GOE: 09.02.02
CIP: 12.0402

Local Training Opportunities

Frederick & Charles Beauty College

Courses and certified readiness for state board licensing examinations are offered in cosmetology, manicure, and teacher training.

Hotel Desk Clerks

OES Code: 538080

15 Employers Responding, 76 Jobs Represented

Description of Occupation

Hotel Desk Clerks accommodate hotel patrons by registering and assigning rooms to guests, issuing room keys, transmitting and receiving messages, keeping records of rooms occupied and guests' accounts, making and confirming reservations, and presenting statements to and collecting payments from departing guests.

Wages/Benefits

	Range	Median
New hires, no experience:	\$4.25 - 5.50	\$4.75
New hires, experienced:	\$4.25 - 6.00	\$4.75
3+ yrs experience with firm:	\$5.00 - 8.00	\$7.00

Hours

Most employment is full time, averaging 39 hours per week; many jobs are part time, averaging 22 hours per week.

Benefits Offered

	Full Time
Medical Insurance:	5/15
Dental Insurance:	4/15
Vision Insurance:	3/15
Life Insurance:	4/15
Paid Sick Leave:	2/15
Paid Vacation:	7/15
Retirement Plan:	3/15
Child Care:	0/15

Supply/Demand Assessment

Difficulty Finding Applicants

Degree of Difficulty	Experienced	Inexperienced
Not Difficult	0%	20%
A Little Difficult	27%	7%
Somewhat Difficult	33%	47%
Very Difficult	40%	27%

Education/Training/Experience

Education

Many firms report most of their recent new hires have completed high school or the equivalent; most firms report some college, but no degree; few report less than high school.

Work Experience and Training

Employers Reported	Experience Required	Training Substitutes for Experience
Always	0%	0%
Usually	27%	40%
Sometimes	73%	60%
Never	0%	0%

Required Skills

Record keeping
Cash handling
Good grooming
Public contact skills
Oral communication
Work independently
Work with others
Work under pressure

Employment Trends/Size

Most employers expect employment levels to remain stable over the next three years, with some expecting levels to grow. No employers expected employment to decline.

EDD Occupational Projection Estimate

Growth Rate, 1994-2001: 28.6% (much faster than average)

Hotel Desk Clerks

Recruitment Methods

	# of Firms
Employee Referrals:	13/15
Newspaper Ads:	13/15
Private Employment Agencies:	4/15
Hire Unsolicited Applicants:	10/15
In-house Promotion or Transfer:	11/15
Public School or Program Referral:	5/15
Private School Referrals:	3/15
Employment Development Department:	5/15
Union Hall Referrals:	0/15

Where The Jobs Are

1. Hotels & Motels
2. Trailer Parks & Campsites

DOT Code(s) and Title(s)

238.367-038

Hotel Clerk

Occupational Mobility

Almost all firms responding to the survey report they offer promotions, often to management trainee. Some report they do not offer promotion opportunities.

Additional Information

Unions: None of the employers reporting operates a union shop.

Occupational Outlook Handbook: p. 266

CA Occupational Guide # 70

GOE: 07.04.03

CIP: 08.0901

Local Training Opportunities

Although there is no formal program available locally , there are related courses offered at College of the Redwoods, Eureka Adult School and Humboldt Regional Occupational Program which would be beneficial to those interested in becoming desk clerks.

Also, though there is no formal apprenticeship, certain local employers have indicated a willingness to employ on an on-the-job-training basis.

Instructional Aides

OES Code: 315211

12 Employers Responding, 245 Jobs Represented

Description of Occupation

Instructional Aides work under the direct supervision of classroom teachers to assist the teacher in instructional tasks, and activities involving games, sports, arts and crafts. They also do routine clerical tasks such as record keeping, maintaining classroom supplies, and operating office equipment. They may assist teachers with instruction of mentally or physically handicapped pupils.

Wages/Benefits

	Range	Median
New hires, no experience:	\$4.25 - 8.48	\$5.67
New hires, experienced:	\$4.87 - 9.75	\$5.67
3+ yrs experience with firm:	\$5.24 - 10.31	\$7.21

(Except for experienced new hires, union wages pay at the top end of the wage range.)

Hours

Most employment is part time, averaging 15 hours per week; some jobs are full time, averaging 35 hours per week; few jobs are temporary.

Benefits Offered

	Full Time
Medical Insurance:	8/12
Dental Insurance:	8/12
Vision Insurance:	4/12
Life Insurance:	4/12
Paid Sick Leave:	7/12
Paid Vacation:	6/12
Retirement Plan:	4/12
Child Care:	0/15

Supply/Demand Assessment

Difficulty Finding Applicants

Degree of Difficulty	Experienced	Inexperienced
Not Difficult	25%	33%
A Little Difficult	17%	17%
Somewhat Difficult	25%	42%
Very Difficult	33%	8%

Education/Training/Experience

Education

Almost all firms report most of their recent new hires have completed some college, but no degree; few report high school or equivalent or bachelor degrees.

Work Experience and Training

Employers Reported	Experience Required (Ave. 6.5 months)	Training Substitutes for Experience (Ave 10 months)
Always	0%	17%
Usually	33%	25%
Sometimes	33%	58%
Never	33%	0%

Required Skills

Early childhood development
Oral reading and communication
Classroom management
Record keeping
Emergency first aid
Typing 45 wpm
Patience
Work independently
Work with others
Handling crisis situations

Instructional Aides

Employment Trends/Size

Some employers expect employment levels to grow over the next three years, with most expecting levels to remain stable. No employers expected employment to decline.

EDD Occupational Projection Estimate
Growth Rate, 1994-2001: 12.1% (average)

Local Training Opportunities

Eureka Adult School

A teacher aide preparation course is offered by EAS.

Humboldt County Office of Education

A required certification test is administered by HCOE.

Recruitment Methods

	# of Firms
Employee Referrals:	3/12
Newspaper Ads:	12/12
Private Employment Agencies:	1/12
Hire Unsolicited Applicants:	3/12
In-house Promotion or Transfer:	4/12
Public School or Program Referral:	3/12
Private School Referrals:	0/12
Employment Development Department:	2/12
Union Hall Referrals:	0/12

Where The Jobs Are

1. Elementary & Secondary Schools
2. Child Day Care Services

DOT Code(s) and Title(s)

099.327-010	Teacher Aide I
219.467-010	Grading Clerk

Occupational Mobility

Almost all firms responding to the survey report they offer promotions. Some report they do not offer promotion opportunities.

Additional Information

Unions: Some (17%) of the employers reporting operate a union shop.

Occupational Outlook Handbook: see *Teacher Aides*, p. 289

CA Occupational Guide # N/A

GOE: 11.02.01

CIP: 13.0101

Medical and Clinical Laboratory Assistants

OES Code: 329050

12 Employers Responding, 31 Jobs Represented

Description of Occupation

Medical and Clinical Laboratory Assistants perform routine tasks in a medical laboratory. They may set up and operate automated equipment which does not require interpretation or judgment to read the results. They may label, centrifuge, and transfer specimens, transcribe results, and prepare culture media and reagents. They may also perform venipuncture if certified to do so. They work under the supervision of a Medical Laboratory Technologist.

Supply/Demand Assessment

Difficulty Finding Applicants

Degree of Difficulty	Experienced	Inexperienced
Not Difficult	8%	25%
A Little Difficult	42%	50%
Somewhat Difficult	42%	25%
Very Difficult	8%	0%

Wages/Benefits

	Range	Median
New hires, no experience:	\$5.00 - 11.00	\$6.50
New hires, experienced:	\$6.00 - 15.00	\$7.20
3+ yrs experience with firm:	\$7.64 - 17.00	\$8.75

Hours

Most employment is full time, averaging 39 hours per week; some jobs are part time, averaging 20 hours per week; few jobs are temporary or on call.

Benefits Offered

	Full Time
Medical Insurance:	10/12
Dental Insurance:	2/12
Vision Insurance:	1/12
Life Insurance:	7/12
Paid Sick Leave:	11/12
Paid Vacation:	11/12
Retirement Plan:	8/12
Child Care:	1/12

Education/Training/Experience

Education

Almost all firms report most of their recent new hires have completed some college, but no degree; few report high school or equivalent.

Work Experience and Training

Employers Reported	Experience Required (Ave 8.8 months)	Training Substitutes for Experience (Ave 10 months)
Always	25%	8%
Usually	50%	42%
Sometimes	17%	42%
Never	8%	8%

Required Skills

Operation of precision laboratory equipment
Use of sterilization techniques
Record keeping
Knowledge of medical terminology
Manual dexterity
Attention to detail
Computer applications in research
Good color perception
Good vision
Work independently
Work with others
Sitting two or more hours

Medical and Clinical Laboratory Assistants

Employment Trends/Size

Almost all employers expect employment levels to remain stable over the next three years, with some expecting levels to grow. No employers expected employment to decline.

EDD Occupational Projection Estimate
Growth Rate, 1994-2001: 0%

Recruitment Methods

	# of Firms
Employee Referrals:	5/12
Newspaper Ads:	7/12
Private Employment Agencies:	2/12
Hire Unsolicited Applicants:	2/12
In-house Promotion or Transfer:	4/12
Public School or Program Referral:	2/12
Private School Referrals:	0/12
Employment Development Department:	0/12
Union Hall Referrals:	0/12

Occupational Mobility

Almost all firms responding to the survey report they offer promotions to more responsible positions. Few report they do not offer promotion opportunities.

Local Training Opportunities

College of the Redwoods

College of the Redwoods lists a medical assistant course which contains information on lab assisting.

Humboldt Regional Occupational Program

A medical lab assistant course is offered by HROP.

Apprenticeship

A few local employers offer on-the-job-training, but not formal apprenticeship.

Where The Jobs Are

1. Offices & Clinics of Medical Doctors
2. General Medical & Surgical Hospital
3. Medical Laboratories
4. Home Health Care Services

DOT Code(s) and Title(s)

078.687-010	Lab Assistant, Blood & Plasma
078.381-014	Medical Laboratory Technician

Additional Information

Unions: None of the employers reporting operates a union shop.

Occupational Outlook Handbook: see *Clinical Laboratory Technologists and Technicians*, p. 289

CA Occupational Guide # N/A

GOE: 02.04.02

CIP: 51.1004

Paralegal Personnel

OES Code: 283050

12 Employers Responding, 31 Jobs Represented

Description of Occupation

Paralegal Personnel assist lawyers by doing research in the preparation of lawsuits and/or legal documents as a career professional, usually having either a four-year college degree or a degree from an institute specializing in the paralegal profession. They may gather research data for use as evidence to formulate defense or to initiate legal action.

Wages/Benefits

	Range	Median
New hires, no experience:	\$4.75 - 10.15	\$6.50
New hires, experienced:	\$6.00 - 20.00	\$10.00
3+ yrs experience with firm:	\$10.00 - 30.00	\$14.50

Hours

Most employment is full time, averaging 37 hours per week; some jobs are part time, averaging 22 hours per week.

Benefits Offered

	Full Time
Medical Insurance:	6/13
Dental Insurance:	3/13
Vision Insurance:	1/13
Life Insurance:	3/13
Paid Sick Leave:	9/13
Paid Vacation:	9/13
Retirement Plan:	1/13
Child Care:	0/13

Supply/Demand Assessment

Difficulty Finding Applicants

Degree of Difficulty	Experienced	Inexperienced
Not Difficult	8%	0%
A Little Difficult	38%	40%
Somewhat Difficult	31%	30%
Very Difficult	23%	30%

Education/Training/Experience

Education

Many firms report most of their recent new hires have completed some college, but no degree, have an associate degree, or a bachelor degree; few report graduate study.

Work Experience and Training

Employers Reported	Experience Required (Ave 24 months)	Training Substitutes for Experience (Ave 25 months)
Always	62%	0%
Usually	31%	0%
Sometimes	8%	62%
Never	0%	31%

Required Skills

Understanding of court proceedings
Investigative research skills
Record keeping
Knowledge of legal terminology
Problem solving
Certified Legal Assistant (CLA)
Good comprehension
Attention to detail
Work independently
Oral communication

Employment Trends/Size

Most employers expect employment levels to remain stable over the next three years, while some expect growth. No employers expected employment to decline.

EDD Occupational Projection Estimate
Growth Rate, 1994-2001: 20% (faster than average)

Paralegal Personnel

Recruitment Methods

	# of Firms
Employee Referrals:	4/12
Newspaper Ads:	6/12
Private Employment Agencies:	1/12
Hire Unsolicited Applicants:	0/12
In-house Promotion or Transfer:	1/12
Public School or Program Referral:	1/12
Private School Referrals:	0/12
Employment Development Department:	2/12
Union Hall Referrals:	0/12

Where The Jobs Are

1. Legal Services
2. Local Government

DOT Code(s) and Title(s)

119.267-022	Legal Investigator
119.267-026	Paralegal Assistant

Occupational Mobility

All firms responding to the survey report they do not offer promotions.

Additional Information

Unions: None of the employers reporting operates a union shop.

Local Training Opportunities

College of the Redwoods

Legal Assistancy and Legal Secretary Programs as well as secretarial and computer classes are offered at College of the Redwoods.

Humboldt Regional Occupational Program

Background secretarial and computer skills classes are available

Apprenticeship

Some local attorneys will train a legal secretary as a legal assistant; this is not a formal apprenticeship.

Occupational Outlook Handbook: p. 231

CA Occupational Guide # 464

GOE: 11.04.02

CIP: 22.0103

Physical Therapy Aides and Assistants (Combined)

OES Code: 660172, 660171

6 Employers Responding, 19 Jobs Represented

Description of Occupation

Physical Therapy Aides prepare patients and treatment areas for physical therapy treatments. They transport patients to and from treatment areas and assemble and maintain equipment and supplies. They may perform routine clerical and related tasks. They work under continuous on-site supervision of a licensed/registered Physical Therapist. Physical Therapy Assistants administer and assist with physical therapy treatments as planned and directed by a Physical Therapist. They instruct, motivate, and assist patients with learning and improving functional activities. They may record patient treatments and maintain patient records. Both positions assist Physical Therapists with treatments such as gait training, hydrotherapy, and exercise.

Wages/Benefits

Physical Therapy Aides:

	Range	Median
New hires, no experience:	\$6.00 - 7.00	\$6.50
New hires, experienced:	\$6.50 - 7.50	\$7.00
3+ yrs experience with firm:	\$7.00 - 8.50	\$7.75

Physical Therapy Assistants:

	Range	Median
New hires, no experience:	\$5.75 - 9.00	\$7.25
New hires, experienced:	\$6.50 - 16.00	\$9.00
3+ yrs experience with firm:	\$8.00 - 18.00	\$12.00

Hours

Most positions for Physical Therapy Assistants are full time, averaging 40 hours per week; some positions are part time, averaging 26 hours per week. Most Physical Therapy Aide positions are temporary or on call averaging 15 hours per week; some positions are full time, averaging 40 hours per week; some are part time, averaging 25 hours per week.

Benefits Offered

	Full Time
Medical Insurance:	5/6
Dental Insurance:	4/6
Vision Insurance:	0/6
Life Insurance:	1/6
Paid Sick Leave:	3/6
Paid Vacation:	5/6

Supply/Demand Assessment

Difficulty Finding Applicants

Degree of Difficulty	Experienced Assistants/Aides	Inexperienced Assistants/Aides
Not Difficult	0/0%	33/0%
A Little Difficult	0/0%	0/0%
Somewhat Difficult	75/100%	33/100%
Very Difficult	25/0%	33/0%

Education/Training/Experience

Education

All firms report all their recent hires for Physical Therapy Aides have some college, but no degree. Most firms report most of their recent hires for Physical Therapy Assistants have completed high school or equivalent, while some have a bachelor degree.

Work Experience and Training

Employers Reported	Experience Required (Assistants ave 14 months, Aides ave 12months)	Training Substitutes for Experience (Assistants ave 22months)
Occupation	Assistant/Aide	Assistant/aide
Always	50/0%	25/0%
Usually	25/0%	0/0%
Sometimes	25/100%	50/100%
Never	0/0%	25/0%

Required Skills

(Skills apply to both positions.)
 Physiology, anatomy, and neurology
 Geriatrics and pediatrics
 Orthopedic care and sports medicine
 Take vital signs
 Type 45 wpm
 Transferring techniques to move patients
 Detect patient complications
 Oral communication

Physical Therapy Aides and Assistants (Combined)

Employment Trends/Size

Many employers responding to the survey expect employment levels to remain stable over the next three years for Physical Therapy Aides, while many also expect growth. Most employers expect employment levels for Physical Therapy Assistants to remain stable, while some expect growth.

EDD Occupational Projection Estimate

Growth Rate, 1992-1999: 40% (much faster than average)

Recruitment Methods

	# of Firms
Employee Referrals:	3/6
Newspaper Ads:	3/6
Private Employment Agencies:	0/6
Hire Unsolicited Applicants:	1/6
In-house Promotion or Transfer:	0/6
Public School or Program Referral:	1/6
Private School Referrals:	0/6
Employment Development Department:	0/6
Union Hall Referrals:	0/6

Occupational Mobility

Almost all firms responding to the survey report they do not offer promotional opportunities for Physical Therapy Aides. Most firms do promote Physical Therapy Assistants, although some report they do not.

Local Training Opportunities

There are no formal training programs for Aides or Assistants within the area. There are some on-the-job-training opportunities for certified nurses aides who wish to become Physical Therapy Aides. Those seeking education, training, and certification as Physical Therapy Assistants must do so out of the area for the present.

Where The Jobs Are

1. Offices & Clinics of Medical Doctors
2. Offices & Clinics of Chiropractors
3. Office of Health Practitioners
4. General Medical & Surgical Hospitals

DOT Code(s) and Title(s)

076.224-010 Physical Therapist Assistant

Additional Information

Unions: None of the employers reporting operates a union shop.

Occupational Outlook Handbook: see *Physical and Corrective Therapy Assistants and Aides*, p. 460

CA Occupational Guide # 451

GOE: 10.02.02

CIP: 51.0806

Police Patrol Officers

OES Code: 630140

9 Employers Responding, 176 Jobs Represented

Description of Occupation

Police Patrol Officers maintain order, enforce laws and ordinances, and protect life and property in an assigned patrol district or beat by performing a combination of such duties as patrolling a specific area on foot or in a vehicle; directing traffic; issuing traffic summonses; investigating accidents; apprehending, arresting and processing prisoners; and giving evidence in court.

Wages/Benefits

	Range	Median
New hires, no experience:	\$8.14 - 16.85	\$11.99
New hires, experienced:	\$8.14 - 19.31	\$12.15
3+ yrs experience with firm:	\$10.00 - 24.00	\$13.52

(Union firms pay at top end of wage range.)

Hours

Almost all employment is full time, averaging 40 hours per week; few jobs are part time or temporary, averaging 20 and 10 hours per week., respectively.

Benefits Offered

	Full Time
Medical Insurance:	9/9
Dental Insurance:	9/9
Vision Insurance:	8/9
Life Insurance:	9/9
Paid Sick Leave:	9/9
Paid Vacation:	9/9
Retirement Plan:	9/9
Child Care:	0/9

Supply/Demand Assessment

Difficulty Finding Applicants

Degree of Difficulty	Experienced	Inexperienced
Not Difficult	0	0%
A Little Difficult	44%	44%
Somewhat Difficult	22%	44%
Very Difficult	33%	11%

Education/Training/Experience

Education

Almost all firms report most of their recent new hires have completed some college, but no degree; some report an associate degree, or high school or equivalent.

Work Experience and Training

Employers Reported	Experience Required (Ave 12.8 months)	Training Substitutes for Experience (Ave 4 months)
Always	11%	11%
Usually	0%	44%
Sometimes	56%	44%
Never	33%	0%

Required Skills

Emergency first aid
Firearms Qualifications Card
Verbal presentation
Analytical thinking
Work with others
Work independently
Oral communication
Public contact skills
Effective writing

Employment Trends/Size

Most employers expect employment levels to remain stable over the next three years; some expect employment to grow; few expect a decline.

EDD Occupational Projection Estimate

Growth Rate, 1992-1999: 7.7.3% (slower than average)

Police Patrol Officers

Recruitment Methods

	# of Firms
Employee Referrals:	4/9
Newspaper Ads:	9/9
Private Employment Agencies:	1/9
Hire Unsolicited Applicants:	3/9
In-house Promotion or Transfer:	2/9
Public School or Program Referral:	3/9
Private School Referrals:	2/9
Employment Development Department:	2/9
Union Hall Referrals:	0/9

Where The Jobs Are

1. State Government
2. Local Government

DOT Code(s) and Title(s)

372.363-010	Protective Officer
375.263-014	Police Officer

Occupational Mobility

Almost all firms responding to the survey report they offer promotions; few do not promote.

Local Training Opportunities

College of the Redwoods

The Administration of Justice Program provides education, training, and the opportunity for certification and degree.

Additional Information

Unions: Most (56%) of the employers reporting operate a union shop; many (44%) do not.

Occupational Outlook Handbook: see *Police, Detectives, and Special Agents*, p. 231

CA Occupational Guide # 457
GOE: 04.02.02
CIP: 43.0107

Residential Counselors

OES Code: 273070

9 Employers Responding, 102 Jobs Represented

Description of Occupation

Residential Counselors coordinate activities for residents of care and treatment institutions, boarding schools, college fraternities or sororities, children homes, or similar establishments. Their work includes developing or assisting in the development of program plans for individuals, maintaining household records, and assigning rooms. They counsel residents in identifying and resolving social or other problems. They order supplies and determine need for maintenance, repairs, and furnishings.

Wages/Benefits

	Range	Median
New hires, no experience:	\$5.00 - 11.51	\$6.00
New hires, experienced:	\$5.00 - 11.51	\$8.00
3+ yrs experience with firm:	\$5.00 - 15.00	\$10.00

(Union firms pay at top end of wage range.)

Hours

Many positions are part time, averaging 22 hours per week; many jobs are full time, averaging 38 hours per week; few positions are temporary.

Benefits Offered

	Full Time
Medical Insurance:	6/9
Dental Insurance:	4/9
Vision Insurance:	3/9
Life Insurance:	3/9
Paid Sick Leave:	4/9
Paid Vacation:	5/9
Retirement Plan:	2/9
Child Care:	0/9

Supply/Demand Assessment

Difficulty Finding Applicants

Degree of Difficulty	Experienced	Inexperienced
Not Difficult	0%	38%
A Little Difficult	33%	13%
Somewhat Difficult	33%	38%
Very Difficult	33%	13%

Education/Training/Experience

Education

Many firms report most of their recent new hires have completed some college, but no degree; some report a bachelor degree, or associate degree, or high school or equivalent.

Work Experience and Training

Employers Reported	Experience Required (Ave 16 months)	Training Substitutes for Experience (Ave 14 months)
Always	44%	11%
Usually	33%	0%
Sometimes	22%	56%
Never	0%	11%

Required Skills

Planning and organization
Record keeping
Problem solving
Progressive discipline techniques
Work with others
Work independently
Oral communication
Interpersonal skills
Stress management

Key Terms: All: 100%; Almost All: 75 – 99%; Most: 51 – 74%; Many: 35 – 50%; Some: 10 – 34%; Few: <10%

Occupational Outlook 1998

Residential Counselors

Employment Trends/Size

All employers responding to the survey expect employment levels to remain stable over the next three years.

EDD Occupational Projection Estimate
Growth Rate, 1994-2001: 33.3 (much faster than average)

Recruitment Methods

	# of Firms
Employee Referrals:	6/9
Newspaper Ads:	5/9
Private Employment Agencies:	2/9
Hire Unsolicited Applicants:	3/9
In-house Promotion or Transfer:	5/9
Public School or Program Referral:	0/9
Private School Referrals:	0/9
Employment Development Department:	0/9
Union Hall Referrals:	0/9

Occupational Mobility

All firms responding report they offer promotions, usually to management or supervisor positions.

Local Training Opportunities

College of the Redwoods

Courses in Psychology, Sociology, and an Associate degree are available.

Humboldt State University

Further courses preparatory to counseling and advanced degrees obtainable.

Internship

In certain instances, this may be required.

Where The Jobs Are

1. Individual & family services
2. Job training & related
3. Residential care
4. Social services nec.

DOT Code(s) and Title(s)

187.167-186

Residence Supervisor

Additional Information

Unions: Almost all (89%) of the employers reporting do not operate a union shop; some (11%) do.

CA Occupational Guide # N/A

GOE: 11.07.01

CIP: 20.0201

Truck Drivers - Heavy or Tractor Trailer

OES Code: 971020

12 Employers Responding, 163 Jobs Represented

Description of Occupation

Heavy or Tractor Trailer Truck Drivers drive tractor-trailer combinations or trucks with a capacity of more than three tons to transport and deliver goods, livestock, or materials in liquid, loose or packaged form. They may be required to unload trucks.

Wages/Benefits

	Range	Median
New hires, no experience:	\$8.20 - 12.00	\$9.68
New hires, experienced:	\$9.00 - 20.10	\$11.69
3+ yrs experience with firm:	\$11.00 - 20.10	\$12.07

(Union firms pay at top end of wage range.)

Hours

Most positions are full time, averaging 46 hours per week; many jobs are seasonal, averaging 45 hours per week; few positions are part time or temporary.

Benefits Offered

	Full Time
Medical Insurance:	10/12
Dental Insurance:	7/12
Vision Insurance:	4/12
Life Insurance:	7/12
Paid Sick Leave:	4/12
Paid Vacation:	7/12
Retirement Plan:	6/12
Child Care:	0/12

Supply/Demand Assessment

Difficulty Finding Applicants

Degree of Difficulty	Experienced	Inexperienced
Not Difficult	25%	17%
A Little Difficult	17%	0%
Somewhat Difficult	17%	17%
Very Difficult	42%	67%

Education/Training/Experience

Education

All firms report most of their recent new hires have completed high school or equivalent.

Work Experience and Training

Employers Reported	Experience Required (Ave 32 months)	Training Substitutes for Experience (Ave 7 months)
Always	58%	0%
Usually	33%	17%
Sometimes	8%	67%
Never	0%	8%

Required Skills

Forklift operation
Record keeping
Automotive maintenance and minor repair
Long distance driving
Map reading
Load and unload freight
Lift 75 pounds repeatedly
Clean DMV record
Class A or Class B license (dependent on the type of driving)
Work independently
Oral communication

Employment Trends/Size

Most employers responding to the survey expect employment levels to remain stable over the next three years; some expect employment levels to grow.

EDD Occupational Projection Estimate
Growth Rate, 1994-2001: 12.2% (Average)

Truck Drivers - Heavy or Tractor Trailer

Recruitment Methods

	# of Firms
Employee Referrals:	9/12
Newspaper Ads:	3/12
Private Employment Agencies:	0/12
Hire Unsolicited Applicants:	4/12
In-house Promotion or Transfer:	3/12
Public School or Program Referral:	0/12
Private School Referrals:	0/12
Employment Development Department:	3/12
Union Hall Referrals:	2/12

Where The Jobs Are

1. Logging
2. Sawmills & Planing Mills
3. Ready Mix Concrete
4. Local Trucking w/o Storage
5. Trucking, Except Local
6. Lumber Plywood Mill

Occupational Mobility

Most firms responding to the survey report they do not offer promotions; many do offer promotion opportunities.

Local Training Opportunities

College of the Redwoods

Information concerning local truck driving training is available through College of the Redwoods

Apprenticeship

No formal apprenticeship, but some employers are willing to hire on an on-the-job-training basis.

DOT Code(s) and Title(s)

905.683-010	Water Truck Driver 2
909.663-010	Hostler
919.663-026	Tow Truck Operator
953.583-010	Drip Pumper
900.683-010	Concrete Truck Dr.
902.683-010	Dump Truck Driver

Additional Information

Unions: Almost all (83%) of the employers reporting do not operate a union shop; some (17%) do.

Occupational Outlook Handbook: see *Truck drivers*, p. 444
CA Occupational Guide # 255
GOE: 05.08.03
CIP: 49.0205

Truck Drivers, Light - Incl. Delivery & Route Workers

OES Code: 971050

4 Employers Responding, 19 Jobs Represented

Description of Occupation

Light Truck Drivers, including Delivery and Route Workers, drive vehicles with a capacity under 3 tons. They deliver or pick up merchandise and may load and unload trucks. Please do not include workers whose duties include sales.

Wages/Benefits

	Range	Median
New hires, no experience:	\$4.75 - 14.00	\$5.50
New hires, experienced:	\$5.00 - 14.00	\$6.00
3+ yrs experience with firm:	\$6.00 - 16.00	\$6.00

(Union firms pay at top end of wage range.)

Hours

Almost all positions are full time, averaging 41 hours per week; some jobs are part time, averaging 20 hours per week.

Benefits Offered

	Full Time
Medical Insurance:	3/4
Dental Insurance:	2/4
Vision Insurance:	1/4
Life Insurance:	2/4
Paid Sick Leave:	2/4
Paid Vacation:	3/4
Retirement Plan:	2/4
Child Care:	0/4

Supply/Demand Assessment

Difficulty Finding Applicants

Degree of Difficulty	Experienced	Inexperienced
Not Difficult	25%	0%
A Little Difficult	75%	75%
Somewhat Difficult	0%	25%
Very Difficult	0%	0%

Education/Training/Experience

Education

Many firms report most of their recent new hires have completed high school or equivalent, and many have completed some college, but no degree.

Work Experience and Training

Employers Reported	Experience Required (Ave 3 months)	Training Substitutes for Experience (Varies)
Always	0%	0%
Usually	25%	0%
Sometimes	25%	100%
Never	50%	0%

Required Skills

Forklift operation
Record keeping
Map reading
Load and unload freight
Lift 75 pounds repeatedly
Clean DMV record
Class A or Class B license (dependent on the type of driving)
Work independently
Oral communication

Employment Trends/Size

All employers responding to the survey expect employment levels to remain stable over the next three years

EDD Occupational Projection Estimate
Growth Rate, 1992-1999: 12.9% (average)

Truck Drivers, Light - Incl. Delivery & Route Workers

Recruitment Methods

	# of Firms
Employee Referrals:	2/4
Newspaper Ads:	2/4
Private Employment Agencies:	0/4
Hire Unsolicited Applicants:	0/4
In-house Promotion or Transfer:	2/4
Public School or Program Referral:	1/4
Private School Referrals:	0/4
Employment Development Department:	2/4
Union Hall Referrals:	1/4

Where The Jobs Are

1. Newspapers
2. Local Trucking w/o Storage
3. Trucking, Except Local
4. Air Courier Service
5. Automotive & Home Supply Stores
6. Lumber & Building Materials
7. Eating Places
8. Drug & Proprietary Stores
9. Direct Selling Establishments
10. Liquefied Petroleum Gas Distributors
11. Florists
12. Individual & Family Services

Occupational Mobility

All firms responding to the survey report they do offer promotion opportunities.

Local Training Opportunities

College of the Redwoods

Information regarding local truck driving training is available through College of the Redwoods

Apprenticeship

There is no formal apprenticeship, but some local employers are willing to provide on-the-job-training

DOT Code(s) and Title(s)

906.683-010	Food Service Driver
906.683-022	Truck Driver, Light
913.663-018	Driver
919.663-022	Escort Vehicle Driver

Additional Information

Unions: Almost all (75%) of the employers reporting do not operate a union shop; some (25%) do.

Occupational Outlook Handbook: see *Truck drivers*, p. 444
CA Occupational Guide #N/A
GOE: 05.08.03
CIP: 49.0205

Veterinary Technicians and Technologists

OES Code: 329510

10 Employers Responding, 39 Jobs Represented

Description of Occupation

Veterinary Technicians and Technologists perform medical tests in a laboratory environment for use in the treatment and diagnosis of diseases in animals. They prepare vaccines and serums for prevention of diseases. They prepare tissue samples, take blood samples, and execute laboratory tests such as urinalysis and blood counts. They clean and sterilize instruments and materials and maintain equipment and machines.

Wages/Benefits

	Range	Median
New hires, no experience:	\$4.25 - 7.00	\$5.15
New hires, experienced:	\$5.15 - 8.00	\$6.25
3+ yrs experience with firm:	\$6.26 - 11.00	\$7.75

Hours

Most positions are full time, averaging 42 hours per week; some jobs are part time, averaging 21 hours per week; few positions are temporary.

Benefits Offered

	Full Time
Medical Insurance:	7/10
Dental Insurance:	1/10
Vision Insurance:	0/10
Life Insurance:	2/10
Paid Sick Leave:	4/10
Paid Vacation:	9/10
Retirement Plan:	2/10
Child Care:	0/10

Supply/Demand Assessment

Difficulty Finding Applicants

Degree of Difficulty	Experienced	Inexperienced
Not Difficult	0%	0%
A Little Difficult	10%	11%
Somewhat Difficult	50%	67%
Very Difficult	40%	22%

Education/Training/Experience

Education

Most firms report most of their recent new hires have completed some college, but no degree; some report high school or equivalent, or bachelor degree.

Work Experience and Training

Employers Reported	Experience Required	Training Substitutes for Experience
Always	20%	0%
Usually	50%	30%
Sometimes	30%	50%
Never	0%	20%

Required Skills

Operate precision laboratory equipment
Follow procedures
Perform routine laboratory tasks
Instrument sterilization
Blood drawing
Medical terminology
Lift 50 pounds repeatedly
Work independently
Work with others
Oral communication

Employment Trends/Size

Almost all employers responding to the survey expect employment levels to remain stable over the next three years; some expect levels to grow.

EDD Occupational Projection Estimate
Growth Rate, 1992-1999: 0%

Veterinary Technicians and Technologists

Recruitment Methods

	# of Firms
Employee Referrals:	5/10
Newspaper Ads:	8/10
Private Employment Agencies:	0/10
Hire Unsolicited Applicants:	5/10
In-house Promotion or Transfer:	1/10
Public School or Program Referral:	0/10
Private School Referrals:	0/10
Employment Development Department:	1/10
Union Hall Referrals:	0/10

Where The Jobs Are

1. Veterinary Services for Livestock
2. Veterinary Services, Specialties

DOT Code(s) and Title(s)

079.361-014

Animal Health Technician

Occupational Mobility

Most firms responding to the survey report they do not offer promotions; many offer promotional opportunities.

Local Training Opportunities

There is no formal Veterinary Technology training available within the area; some local Veterinarians will hire on an on-the-job-training basis.

Additional Information

Unions: None of the employers reporting operates a union shop.

Occupational Outlook Handbook: see *Animal Caretakers, Except Farm*, p. 314

CA Occupational Guide # 402

GOE: 02.03.03

CIP: 51.0808

Water and Liquid Waste Treatment Plant and System Operators

OES Code: 950020

8 Employers Responding, 34 Jobs Represented

Description of Occupation

Water and Liquid Waste Treatment Plant and System Operators operate and/or control and entire process or system, often through the use of panelboards, controlboards, or semi-automatic equipment, to transfer or treat water and/or liquid waste.

Wages/Benefits

	Range	Median
New hires, no experience:	\$5.00 - 12.32	\$8.00
New hires, experienced:	\$7.00 - 14.97	\$10.64
3+ yrs experience with firm:	\$10.00 -18.53	\$11.70

(Union wages are at the top end of wage range.)

Hours

Almost all positions are full time, averaging 40 hours per week; some jobs are temporary, averaging 21 hours per week; few positions are part time or seasonal.

Benefits Offered

	Full Time
Medical Insurance:	7/8
Dental Insurance:	6/8
Vision Insurance:	5/8
Life Insurance:	4/8
Paid Sick Leave:	6/8
Paid Vacation:	6/8
Retirement Plan:	6/8
Child Care:	1/8

Supply/Demand Assessment

Difficulty Finding Applicants

Degree of Difficulty	Experienced	Inexperienced
Not Difficult	13%	14%
A Little Difficult	38%	57%
Somewhat Difficult	50%	29%
Very Difficult	0%	0%

Education/Training/Experience

Education

Many firms report most of their recent new hires have completed some college, but no degree; some report associate degrees.

Work Experience and Training

Employers Reported	Experience Required	Training Substitutes for Experience
Always	25%	0%
Usually	50%	13%
Sometimes	25%	88%
Never	0%	0%

Required Skills

Operate precision measuring instruments
Follow procedures
Read monitoring equipment
Instrument sterilization
Maintain equipment
Safe operating practices
Assess emergency situations
Prioritizing
Knowledge of EPA and DOT transportation regulations
Work independently
Work with others
Oral communication

Employment Trends/Size

Most employers responding to the survey expect employment levels to remain stable over the next three years, some expect levels to grow.

EDD Occupational Projection Estimate

Growth Rate, 1994-2001: 8.3% (slower than average)

Water and Liquid Waste Treatment Plant and System Operators

Recruitment Methods

	# of Firms
Employee Referrals:	4/8
Newspaper Ads:	6/8
Private Employment Agencies:	1/8
Hire Unsolicited Applicants:	2/8
In-house Promotion or Transfer:	4/8
Public School or Program Referral:	1/8
Private School Referrals:	0/8
Employment Development Department:	3/8
Union Hall Referrals:	1/8

Where The Jobs Are

1. Water Supply
2. Refuse Systems
3. Federal Government
4. Local Government

Occupational Mobility

Most firms responding to the survey report they offer promotional opportunities; some do not.

Local Training Opportunities

College of the Redwoods

Information regarding local training for Water/Waste Plant Systems Operator is available through College of the Redwoods

Apprenticeship

There is no formal apprenticeship for Water/Waste Treatment Systems Operator available locally. Some on-the-job training is available for qualified individuals.

DOT Code(s) and Title(s)

954.382-010	Pump Station Operator, Waterworks
954.382-014	Water Treatment Plant Operator
955.382-010	Clarifying Plant Operator
955.382-014	Waste Treatment Operator

Additional Information

Unions: Some (12%) of the employers reporting operate a union shop; most (88%) do not.

Occupational Outlook Handbook: p. 413
CA Occupational Guide # 443
GOE: 05.02.01
CIP: 52.0201

Welders and Cutters

OES Code: 939140

10 Employers Responding, 67 Jobs Represented

Description of Occupation

Welders and Cutters use flame-cutting, hand, arc, and gas welding equipment, and gas torches, to weld together metal components of such products as pipelines, automobiles, boilers, and ships, or join together components of fabricated sheet metal assemblies, or cut, trim, or scarf metal objects to dimensions as specified by layout, work orders, or blueprints.

Wages/Benefits

	Range	Median
New hires, no experience:	\$5.00 - 10.00	\$6.38
New hires, experienced:	\$6.00 - 12.00	\$10.00
3+ yrs experience with firm:	\$7.00 - 14.50	\$12.00

(Union wages are at the top end of wage range.)

Hours

Almost all positions are full time, averaging 42 hours per week; few jobs are part time, averaging 24 hours per week; few positions are temporary.

Benefits Offered

	Full Time
Medical Insurance:	5/10
Dental Insurance:	4/10
Vision Insurance:	2/10
Life Insurance:	4/10
Paid Sick Leave:	3/10
Paid Vacation:	6/10
Retirement Plan:	3/10
Child Care:	0/10

Supply/Demand Assessment

Difficulty Finding Applicants

Degree of Difficulty	Experienced	Inexperienced
Not Difficult	10%	0%
A Little Difficult	10%	0%
Somewhat Difficult	10%	89%
Very Difficult	70%	11%

Education/Training/Experience

Education

Almost all firms report most of their recent new hires have completed high school or equivalent. Few report college, but no degree.

Work Experience and Training

Employers Reported	Experience Required (Ave 25 months)	Training Substitutes for Experience (Ave 28 months)
Always	40%	0%
Usually	40%	30%
Sometimes	20%	60%
Never	0%	10%

Required Skills

Basic mathematical computations
 Oral communications
 Mechanical aptitude
 Knowledge of inspection equipment
 Use of precision tools
 Read blueprints
 Read working drawings
 Stand for prolonged periods
 Work from ladders/scaffolds
 Work in awkward positions
 Work independently
 Work with others

Employment Trends/Size

Many employers responding to the survey expect employment levels to remain stable over the next three years; many also expect levels to grow.

EDD Occupational Projection Estimate

Growth Rate, 1994-2001: 66% (much faster than average)

Welders and Cutters

Recruitment Methods

	# of Firms
Employee Referrals:	7/10
Newspaper Ads:	5/10
Private Employment Agencies:	0/10
Hire Unsolicited Applicants:	4/10
In-house Promotion or Transfer:	4/10
Public School or Program Referral:	1/10
Private School Referrals:	0/10
Employment Development Department:	5/10
Union Hall Referrals:	0/10

Where The Jobs Are

1. Sawmills & Planing Mills
2. Fabricated Structural Metals
3. Construction Machinery
4. Wholesale Trade
5. Refuse Systems
6. Weld Repair
7. Engineering Services

Occupational Mobility

All firms responding to the survey report they do offer promotional opportunities.

DOT Code(s) and Title(s)

810.384-014	Welder, Arc
810.664-010	Welder, Gun
810.684-010	Welder, Tack
811.684-014	Welder, Gas
819.361-010	Welder-Fitter

Local Training Opportunities

College of the Redwoods

A Welding Technology Program is offered at College of the Redwoods including certification and degree.

Humboldt Regional Occupational Program

The HROP class includes the basics in flat, vertical, horizontal, and overhead techniques using Oxy-Acetylene, Arc, TIG and MIG welding processes. Fabrication may be included after these skills are mastered.

Apprenticeship

For information on related apprenticeships contact:
State of California Department of Industrial Relations
Division of Apprenticeship Standards, Oakland, CA
Locally, some employers will hire those qualified on an on-the-job-training basis.

Additional Information

Unions: Some (11%) of the employers reporting operate a union shop; most (89%) do not.

Occupational Outlook Handbook: p. 408
CA Occupational Guide # 84
GOE: 06.04.31
CIP: N/A

SURVEY METHODOLOGY

Occupation Selection

Occupations for this study were selected by a steering committee composed of area employers, union representatives, educators, and trainers in consultation with EDD and the Private Industry Council of Humboldt County. The main criteria used in selecting occupations were:

1. Occupations should have a substantial employment base in the county.
2. A majority of the occupations surveyed should typically require no more than two years of formal training.
3. Employees should be able to obtain a potential wage of at least \$6.00 per hour with 6 months' experience.

Definition of Occupations

The method for classifying jobs used in this study is the Occupational Employment Statistics (OES) classification system developed by the U.S. Department of Labor's Bureau of Labor Statistics (BLS). BLS uses the OES classification system nationwide to study staffing patterns within industries. Examples of occupational titles include computer programmer, drafter, typist and baker.

Employer Sample Selection

After the occupations were selected and defined, an employer sample was developed for each occupation. Because employers from a variety of different industries may hire persons in any given occupation, every attempt has been made to draw an employer sample representative of the industries employing workers in each study occupation.

Industries are classified by the Standard Classification Manual. An industry is a title for a group of firms that produce similar goods and services. An industry title represents the economic activity in which a firm is engaged. There are nine major industry groups: agriculture, mining, construction, manufacturing, transportation, communications, wholesale and retail trade, finance, and services. Every firm in the state is classified in one or more of these industry categories, according to the products they produce or services they provide.

LMID staff, using detailed data bases on employers and occupational staffing within industries, chose a representative sample of employers for each occupation studied. For example, a medical secretary would generally work for a firm classified in the health services category, whereas a typist may be scattered across several industries including health services, retail trade, manufacturing, etc. is was considered for each occupation when establishing the sample of employers who would receive questionnaires. This sample was carefully reviewed and employers were added and deleted, as appropriate, to obtain a sample of 40 employers for each occupation, whenever possible.

Questionnaire Development

EDD developed the questionnaire used for this study. (See Sample Questionnaire, Appendix B.)

Survey Procedures

Employers selected for the sample were mailed questionnaires with a cover letter explaining the study and a postage-paid return envelope. Returned questionnaires were checked by PIC staff for completeness and accuracy. Employers returning incomplete or potentially inaccurate questionnaires were contacted by phone for clarifying information.

Employers not responding to mailed questionnaires within a stated response time were contacted by phone and encouraged to return the questionnaires.

A fifty-percent rate of return for complete and accurate questionnaires was set as an employer "response goal." In cases where questionnaires were refused or not returned in a reasonable amount of time, additional similar employers not in the original sample were identified and substituted.

Data for the 1998 survey was gathered between April and October, 1998.

Tabulations and Results

Questionnaire responses were entered into a database and tabulations were prepared. From these tabulations, the data was analyzed and the final Occupational Summaries were prepared. Information for specific employers is and will remain strictly confidential, with only summary results being published.



Please return completed questionnaire to:
Humboldt County Employment & Training
930 Sixth St
Eureka CA 95501

Phone: (707) 441-4644
Fax: (707) 445-6228

ALL RESPONSES ARE KEPT STRICTLY CONFIDENTIAL

Whom should we contact with any further questions?

NAME: _____
POSITION: _____
PHONE: _____ FAX: _____

Please complete this questionnaire for the occupation described below. If you have multiple locations, please confine your answers to locations in **Humboldt County**. Please call the number above if you have questions.

BUS DRIVERS

Bus Drivers drive buses to transport passengers over specified routes to local or distant points according to a time schedule. They assist passengers with baggage and collect tickets or cash fares. Please do not include School Bus Drivers.

1. What job title(s) do **you** use for these duties _____ 005

2. How many employees do you **currently** have in this occupation? _____ 010
How many of these fall within each of the following categories, and how many hours per **week** do they work, on average?

	NUMBER OF EMPLOYEES					AVERAGE WEEKLY HOURS		
Regular, Full Time:					590			591
Regular, Part Time:					650			651
Temporary Or On-Call:					630			631
Seasonal:					610			611

3. Of the people you have hired into this occupation over the last 12 months, how many were hired to fill:

vacancies resulting from promotions within your firm?	<table><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr></table>									031
vacancies resulting from people in permanent positions leaving your firm?	<table><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr></table>									032
new permanent positions resulting from growth?	<table><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr></table>									030
temporary or seasonal positions?	<table><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr></table>									033

4. Of the employees you currently have in this occupation, how many are: MALE? _____ 060 FEMALE? _____ 061

5. During the last year, did your firm's employment in this occupation: (Please Check One)

DECLINE ☐ 480 3 REMAIN STABLE ☐ 480 2 GROW ☐ 480 1

Why? _____ 481

6. Over the next three years, do you expect your firm's employment in this occupation to: (Please Check One)

DECLINE ☐ 740 3 REMAIN STABLE ☐ 740 2 GROW ☐ 740 1

Why? _____ 741

7. Are your employees in this occupation members of a union? (Please Check One) YES ☐ 300 1 NO ☐ 300 2

8. For the people you hire into this occupation, is previous experience required? (Please Check One)

NEVER ☐ 390 4 SOMETIMES ☐ 390 3 USUALLY ☐ 390 2 ALWAYS ☐ 390 1

9. If you require previous experience, what jobs can it be in and how many months of experience meet your qualifications?

(Job Title) 414 _____
(Months of Experience) 416 _____
(Job title) 415 _____
(Months of Experience) 417

10. How difficult is it to find **fully experienced and qualified** applicants? (Please Check One)

NOT DIFFICULT ☐ 721 1 A LITTLE DIFFICULT ☐ 721 2 SOMEWHAT DIFFICULT ☐ 721 3 VERY DIFFICULT ☐ 721 4

11. If you ever hire **inexperienced** applicants (trained or untrained), how difficult is it to find applicants who meet your hiring standards? (Please Check One)

NOT DIFFICULT ☐ 731 1 A LITTLE DIFFICULT ☐ 731 2 SOMEWHAT DIFFICULT ☐ 731 3 VERY DIFFICULT ☐ 731 4

12. Is training acceptable as a substitute for experience? (Please Check One)

NEVER ☐ 391 4 SOMETIMES ☐ 391 3 USUALLY ☐ 391 2 ALWAYS ☐ 391 1

13. If training or certification is required prior to employment, please describe what is needed and how much.

(Training or Certification Needed) 153 _____ 156
(Months of Training)

14. What level of formal education do most of your recently hired employees in this occupation have? (Please Check One)

LESS THAN HIGH SCHOOL <input type="checkbox"/> 140	ASSOCIATE (2 YEAR) DEGREE <input type="checkbox"/> 142
HIGH SCHOOL OR EQUIVALENT <input type="checkbox"/> 141	BACHELOR (4 YEAR) DEGREE <input type="checkbox"/> 144
SOME COLLEGE, BUT NO DEGREE <input type="checkbox"/> 157	GRADUATE STUDY <input type="checkbox"/> 158

15. What type of computer software skills, if any, do you seek in applicants for this occupation? (Please check all that apply)

WORD PROCESSING ☐ 051 SPREADSHEET ☐ 050 DATABASE ☐ 052 DESKTOP PUBLISHING ☐ 053

Other (Please Specify): _____ 054 _____ 055

16. Over the next three years, what new skills are needed to perform the functions of this occupation and what skills are becoming obsolete?

NEW SKILLS:	OBSOLETE SKILLS:
_____ 460	_____ 462
_____ 461	_____ 463

17. What is the usual income earned by your employees in this occupation at the following levels of skill and experience? Please separate the base wage or salary from tips and commissions, if applicable.

	BASE WAGE OR SALARY	TIPS OR COMMISSIONS
New Hires With No Experience (Trained or Untrained):	\$ _____ 550	\$ _____ 553
New Hires Who Are Experienced:	\$ _____ 551	\$ _____ 554
Experienced Employees After Three Years With Your Firm:	\$ _____ 552	\$ _____ 555

Per: (Please Check One)	HOUR <input type="checkbox"/> 556 H	WEEK <input type="checkbox"/> 556 W	HOUR <input type="checkbox"/> 557 H	WEEK <input type="checkbox"/> 557 W
	MONTH <input type="checkbox"/> 556 M	YEAR <input type="checkbox"/> 556 A	MONTH <input type="checkbox"/> 557 M	YEAR <input type="checkbox"/> 557 A
Other(Please specify) _____	<input type="checkbox"/> 556 O		Other _____	<input type="checkbox"/> 557 O

18. Does your firm offer benefits to employees in this occupation? (Please Check One)

If yes, please specify: (Please Check All That Apply)

FULL-TIME	PART-TIME
MEDICAL INSURANCE <input type="checkbox"/> 573	PAID SICK LEAVE <input type="checkbox"/> 571
DENTAL INSURANCE <input type="checkbox"/> 574	PAID VACATION <input type="checkbox"/> 570
VISION INSURANCE <input type="checkbox"/> 575	RETIREMENT PLAN <input type="checkbox"/> 572
LIFE INSURANCE <input type="checkbox"/> 576	CHILD CARE <input type="checkbox"/> 577
Other (Please Specify): _____ 578	_____ 588

19. Do you ever promote employees from this occupation to higher level position? (Please Check One)

YES ☐ 514 1 NO ☐ 514 2

If yes, please specify: _____ 510

20. When you recruit employees for this occupation, which of the following methods do you **primarily** use ? (Check all that apply)

EMPLOYEES' REFERRALS <input type="checkbox"/> 371	PUBLIC SCHOOL OR PROGRAM REFERRALS <input type="checkbox"/> 376
RECRUIT VIA NEWSPAPER ADS <input type="checkbox"/> 372	PRIVATE SCHOOL REFERRALS <input type="checkbox"/> 377
PRIVATE EMPLOYMENT AGENCIES <input type="checkbox"/> 373	EMPLOYMENT DEVELOPMENT DEPT. <input type="checkbox"/> 374
HIRE UNSOLICITED APPLICANTS <input type="checkbox"/> 379	UNION HALL REFERRALS <input type="checkbox"/> 378
IN-HOUSE PROMOTION OR TRANSFER <input type="checkbox"/> 370	Other(Please specify): _____ <input type="checkbox"/> 380

THANK YOU FOR YOUR COOPERATION !

Would you like to receive the outlook summary for this or any other occupation? (Please check one) YES ☐ 382 1 NO ☐ 382 2